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ABSTRACT

This resource guide provides information on currently available career guidance materials and resources for the elementary and middle/junior high school levels. Section 1 contains National Career Development Guidelines for Elementary and Middle/Junior High School from the National Career Development Guidelines K-Adult Handbook. Section 2 is a template taken from the National School-to-Work Office's Web site. The template offers a list of suggested activities to enhance the career development of all students. Section 3, Career Development Activities Chart, indicates how the two models--National Career Development Guidelines and School-to-Work--can intersect to promote developmental career guidance through appropriately selected activities for students at all developmental levels. Section 4 is a list of materials and resources for use in career guidance activities in four parts: Grades K-3, Grades 4-6, Grades 7-8, and Other Resources. Materials are listed alphabetically by title. Each listing contains the following information: title, author, date of publication, format, recommended age level, source, price, rating by practitioners, and descriptions. Sections 5-10 contain the following: an address list for sources of information; list of names and addresses of State Supervisors of Career Guidance, State Occupational Information Coordinating Committees, and State School-to-Work Coordinators and/or Grantees; abstracts with contact information for the Regional Education Laboratories; and an abstract of ERIC information sources. (YLB)

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Vocational Education

University of California, Berkeley

CAREER GUIDANCE RESOURCE GUIDE FOR ELEMENTARY AND MIDDLE/JUNIOR HIGH SCHOOL EDUCATORS

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CAREER GUIDANCE RESOURCE GUIDE FOR ELEMENTARY AND MIDDLE/JUNIOR HIGH SCHOOL EDUCATORS

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INTRODUCTION

Career theorists such as Ginzburg, Roe, Super, Crites, Holland, Tideman, and others have long emphasized the *developmental* aspect of career development, which they indicate should begin in early childhood and continue into the adult years. Despite the strength of these developmental theoretical perspectives, most career-related activity found in our schools has traditionally taken place in high schools. However, this trend is changing. Educators across the nation are becoming increasingly aware of the need to prepare students to begin planning as early as possible for the world beyond school, including the world of work.

A number of recent initiatives, including the *School-to-Work Opportunities Act of 1994*, have reemphasized the need to address career-related education at appropriate developmental levels. Resources such as the *National Career Development Guidelines K-Adult Handbook* (Kobylarz, 1996) provide educators a backdrop for delivery of high quality programs. The purpose of this resource guide is to provide practitioners with information on currently available career guidance materials and resources for elementary and middle/junior high school levels.

The information contained in this resource guide includes:

- The National Career Development Guidelines for Elementary and Middle/Junior High School, taken from the ***National Career Development Guidelines K-Adult Handbook*** (Kobylarz, 1996). The *National Career Development Guidelines K-Adult Handbook* is based on developmental career counseling theory and has been validated through exhaustive review by practitioners, leaders in the field, and field tests.

- A "template" taken from the National School-to-Work Office's web site. This template offers a list of suggested activities to enhance the career development of all students.

- The Career Development Activities Chart. This chart is designed to indicate how the two models (the National Career Development Guidelines and School-to-Work) can intersect to promote developmental career guidance through appropriately selected activities for students at all developmental levels, including elementary and middle/junior high school.

- A list of materials and resources to be used by practitioners in career guidance activities for elementary and middle/junior high school students. These resources and materials are listed in four sections: Grades K-3, Grades 4-6, Grades 7-8, and Other Resources.

- Address list for Sources of Information. This section provides a listing of manufacturers, publishers, and distributors whose catalogs served as the primary sources of information for this resource guide.

- A list of names and addresses of State Supervisors of Career Guidance
- A list of names and addresses of State Occupational Information Coordinating Committee (SOICC)
- A list of names and addresses of State School-to-Work Coordinators and/or Grantees
- Brief abstracts with contact information for the Regional Education Laboratories
- A brief abstract describing ERIC/CASS information sources

LIMITATIONS OF THE RESOURCE GUIDE

As the National Career Development Guidelines indicate, career guidance focuses on three critical developmental areas: self-knowledge, educational and occupational exploration, and career planning. While all three components are critical to effective development of career-related competencies, this guide focuses on educational and occupational exploration and career planning. A wealth of literature exists to support the enhancement of self-knowledge for elementary and middle school students, but the deliberate purpose of this guide is to provide a list of resources related more specifically to exploration and planning.

Additionally, although new electronic resources are emerging at a very rapid pace and many of these resources are excellent, the technology to support the use of these resources remains widely disparate across the nation's elementary and middle schools. Many of these resources are currently available on web sites and through the internet. Others resources vary widely in cost, and many are quite expensive. In an attempt to be timely in providing a resource guide for other materials, this resource guide limits information on the electronic resources available for career exploration and planning. A supplemental guide including electronic resources is under consideration for future publications.

NATIONAL CAREER DEVELOPMENT GUIDELINES
COMPETENCIES AND INDICATORS - ELEMENTARY SCHOOL

(Kobylarz, 1996)

Self-Knowledge

COMPETENCY I: Knowledge of the importance of a positive self-concept.

- Describe positive characteristics about self as seen by self and others.
- Identify how behaviors affect school and family situations.
- Describe how behavior influences the feelings and actions of others.
- Demonstrate a positive attitude about self.
- Identify personal interests, abilities, strengths, and weaknesses.
- Describe ways to meet personal needs through work.

COMPETENCY II: Skills to interact positively with others.

- Identify how people are unique.
- Demonstrate effective skills for interacting with others.
- Demonstrate effective skills in resolving conflicts with peers and adults.
- Demonstrate positive group membership skills.
- Identify sources and effects of peer pressure.
- Demonstrate appropriate behaviors when peer pressures are contrary to one's beliefs.
- Demonstrate awareness of different cultures, lifestyles, attitudes, and abilities.

COMPETENCY III: Awareness of the importance of growth and change.

- Identify personal feelings.
- Identify ways to express feelings.
- Describe causes of stress.
- Identify and select appropriate behaviors to deal with specific emotional situations.
- Demonstrate healthy ways of dealing with conflicts, stress, and emotions in self and others.
- Demonstrate knowledge of good health habits.

Educational and Occupational Exploration

COMPETENCY IV: Awareness of the benefits of educational achievement.

- Describe how academic skills can be used in the home, workplace, and community.
- Identify personal strengths and weaknesses in subject areas.
- Identify academic skills needed in several occupational groups.
- Describe relationships among ability, effort, and achievement.
- Implement a plan of action for improving academic skills.
- Describe school tasks that are similar to skills essential for job success.
- Describe how the amount of education needed for different occupational levels varies.

COMPETENCY V: Awareness of the relationship between work and learning.

- Identify different types of work, both paid and unpaid.
- Describe the importance of preparing for one's career.
- Demonstrate effective study and information-seeking habits.
- Demonstrate an understanding of the importance of practice, effort, and learning.
- Describe how current learning relates to work.
- Describe how one's role as a student is like that of an adult worker.

COMPETENCY VI: Skills to understand and use career information

- Describe work of family members, school personnel, and community workers.
- Identify occupations according to data, people, and things.
- Identify work activities of interest to the student.
- Describe the relationship of beliefs, attitudes, interests, and abilities to occupations.
- Describe jobs that are present in the local community.
- Identify the working conditions of occupations (e.g., inside/outside, hazardous).
- Describe way in which self-employment differs from working for others.
- Describe how parents, relatives, adult friends, and neighbors can provide career information.

COMPETENCY VII: Awareness of the importance of personal responsibility and good work habits.

- Describe the importance of personal qualities (e.g., dependability, promptness, getting along with others) to getting and keeping jobs.
- Demonstrate positive ways of performing work activities.
- Describe the importance of cooperation among workers to accomplish a task.
- Demonstrate the ability to work with people who are different from oneself (e.g., race, age, gender, people with disabilities).

COMPETENCY VIII: Awareness of how work relates to the needs and functions of society.

- Describe how work can satisfy personal needs.
- Describe the products and services of local employers.
- Describe ways in which work can help overcome social and economic problems.

Career Planning

COMPETENCY IX: Understanding how to make decisions.

- Describe how choices are made.
- Describe what can be learned from making mistakes.
- Identify and assess problems that interfere with attaining goals.
- Identify strategies used in solving problems.
- Identify alternatives in decision making situations.
- Describe how personal beliefs and attitudes affect decision making.
- Describe how decisions affect self and others.

COMPETENCY X: Awareness of the interrelationship of life roles.

- Describe the various roles an individual may have (e.g., friend, student, worker, family member).
- Describe work-related activities in the home, community, and school.
- Describe how family members depend on one another, work together, and share responsibilities.
- Describe how work roles complement family roles.

COMPETENCY XI: Awareness of different occupations and changing male/female roles.

- Describe how work is important to all people.
- Describe the changing life roles of men and women in work and family.
- Describe how contributions of individuals both inside and outside the home are important.

COMPETENCY XII: Awareness of the career planning process.

- Describe the importance of planning.
- Describe skills needed in a variety of occupational groups.
- Develop an individual career plan for the elementary school level.

NATIONAL CAREER DEVELOPMENT GUIDELINES

COMPETENCIES AND INDICATORS - MIDDLE/JUNIOR HIGH SCHOOL

(Kobylarz, 1996)

Self-Knowledge

COMPETENCY I: Knowledge of the influence of a positive self-concept.

- Describe personal likes and dislikes.
- Describe individual skills required to fulfill different life roles.
- Describe how one's behavior influences the feelings and actions of others.
- Identify environmental influences on attitudes, behaviors, and aptitudes.

COMPETENCY II: Skills to interact positively with others.

- Demonstrate respect for the feelings and beliefs of others.
- Demonstrate an appreciation for the similarities and differences among people.
- Demonstrate tolerance and flexibility in interpersonal and group situations.
- Demonstrate effective skills in responding to criticism.
- Demonstrate effective group membership skills.
- Demonstrate effective social skills.
- Demonstrate understanding of different cultures, lifestyles, attitudes, and abilities.

COMPETENCY III: Knowledge of the importance of growth and change.

- Identify feelings associated with significant experiences.

- Identify internal and external sources of stress.
- Demonstrate ways of responding to others when under stress.
- Describe changes that occur in the physical, psychological, social, and emotional development of an individual.
- Describe physiological and psychological factors as they relate to career development.
- Describe the importance of career, family, and leisure activities to mental, emotional, physical, and economic well-being.

Educational and Occupational Exploration

COMPETENCY IV: Knowledge of the benefits of educational achievement to career opportunities.

- Describe the importance of academic and occupational skills in the work world.
- Identify how the skills taught in school subjects, academic and contextual, are used in various occupations.
- Describe individual strengths and weaknesses in school subjects.
- Describe a plan of action for increasing basic educational skills.
- Describe the skills needed to adjust to changing occupational requirements.
- Describe how continued learning enhances the ability to achieve goals.
- Describe how skills relate to the selection of high school courses of study.
- Describe how aptitudes and abilities relate to broad occupational groups.

COMPETENCY V: Understanding the relationship between work and learning.

- Demonstrate effective learning habits and skills.
- Demonstrate an understanding of the importance of personal skills and attitudes to job success.
- Describe the relationship of personal attitudes, beliefs, abilities and skills to occupations.

COMPETENCY VI: Skills to locate, understand, and use career information.

- Identify various ways that occupations can be classified.
- Identify a number of occupational groups for exploration.
- Demonstrate skills in using school, community, and technology resources to learn about occupational groups.
- Identify sources to obtain information about occupational groups including self employment.
- Identify skills that are transferable from one occupation to another.
- Identify sources of employment in the community.

COMPETENCY VII: Knowledge of skills necessary to seek and obtain jobs.

- Demonstrate personal qualities (e.g., dependability, punctuality, getting along with others) that are needed to get and keep jobs.
- Describe terms and concepts used in describing employment opportunities and conditions.
- Demonstrate skills to complete a job application.
- Demonstrate skills and attitudes essential for a job interview.

COMPETENCY VIII: Understanding how work relates to the needs and functions of the economy and society.

- Describe the importance of work to society.
- Describe the relationship between work and economic and societal needs.
- Describe the economic contributions workers make to society.
- Describe the effects that societal, economic, and technological change have on occupations.

Career Planning

COMPETENCY IX: Skills to make decisions.

- Describe personal beliefs and attitudes.
- Describe how career development is a continuous process with series of choices.
- Identify possible outcomes of decisions.
- Describe school courses related to personal, educational, and occupational interests.
- Describe how the expectations of others affect career planning.
- Identify ways in which decisions about education and work related to other major life decisions.
- Identify advantages and disadvantages of various secondary and postsecondary programs for the attainment of career goals.
- Identify the requirements for secondary and postsecondary programs.

COMPETENCY X: Knowledge of the interrelationship of life roles.

- Identify how different work and family patterns require varying kinds and amounts of energy, participation, motivation, and talent.
- Identify how work roles at home satisfy needs of the family.
- Identify personal goals that may be satisfied through a combination of work, community, social, and family roles.
- Identify personal leisure choices in relation to lifestyle and the attainment of future goals.
- Describe advantages and disadvantages of various life role options.
- Describe the interrelationships among family, work and leisure decisions.

COMPETENCY XI: Knowledge of different occupations and changing male/female roles.

- Describe advantages and problems of entering nontraditional occupations.
- Describe the advantages of taking courses related to personal interest, even if they are most often taken by members of the opposite gender.
- Describe stereotypes, biases, and discriminatory behaviors that may limit opportunities for women and men in certain occupations.

COMPETENCY XII: Understanding the process of career planning.

- Demonstrate knowledge of exploratory processes and programs.
- Identify school courses that meet tentative career goals.
- Demonstrate knowledge of academic and school-to-work transition opportunities offered at the high school level.
- Describe skills needed in a variety of occupations, including self-employment.

- Identify strategies for managing personal resources (e.g., talents, time, money) to achieve tentative career goals.
- Develop an individual career plan, updating information from the elementary-level plan and including tentative decisions to be implemented in high school.

SCHOOL-TO-WORK TEMPLATE

(www.stw.ed.gov/factsht/template.htm)

The following template is taken from The National School to Work Learning and Information Center web site (www.stw.ed.gov/factsht/template.htm). The template identifies a variety of components associated with school-to-work and serves as a self-assessment tool for state and local grantees. The stages of implementation described for each component include: Vision, Planning, Early Implementation, and Maintaining the System.

While this template is not to be used as an evaluation tool, it can serve as a resource for those who are looking at the necessary components for administering and implementing a school-to-work initiative. The template can help programs identify gaps and "next steps" in implementing their systems, identify needed technical assistance, communicate information about school-to-work systemic issues with key stakeholders, address staff development needs, and direct capacity-building efforts.

School-Based Components

- Restructure schools around career majors including all aspects of industry.
- Restructure school schedules.
- Establish career paths throughout the K-16 system.
- Change culture of the schools around STW.
- Align ongoing programs to STW system.
- Gain and maintain support and participation of students, teachers, parents, school boards, teacher and other school related unions, counselors, school and district administrators, community-based organizations.
- Establish rigorous academic content and performance standards.
- Develop and integrate curricula.
- Engage employers to assist schools with curriculum restructuring and all other STW activities.
- Link school activities in the workplace -- e.g., join curriculum development, personnel, roles, and connections between teachers and worksite supervisors.
- Develop site-based collaboration for STW activities.
- Build in collaboration time for teachers.
- Provide professional development.
- Offer teacher internships at worksites.
- Reform postsecondary teacher education (preservice/inservice).

- Implement innovative teaching methodologies.
- Use applied learning methodologies.
- Use authentic assessment.
- Offer comprehensive career counseling.
- Develop individual education and career development plans.
- Provide generic job-related skills (e.g., interviewing, job search, and resume development).
- Serve all student and provide equal access to all program components for out-of-school youth (graduates and dropouts), low-income youth, low-achieving youth, limited English speakers, youth with disabilities, academically talented youth, youth in rural areas, non-traditional employment for young women.

Work-Based Components

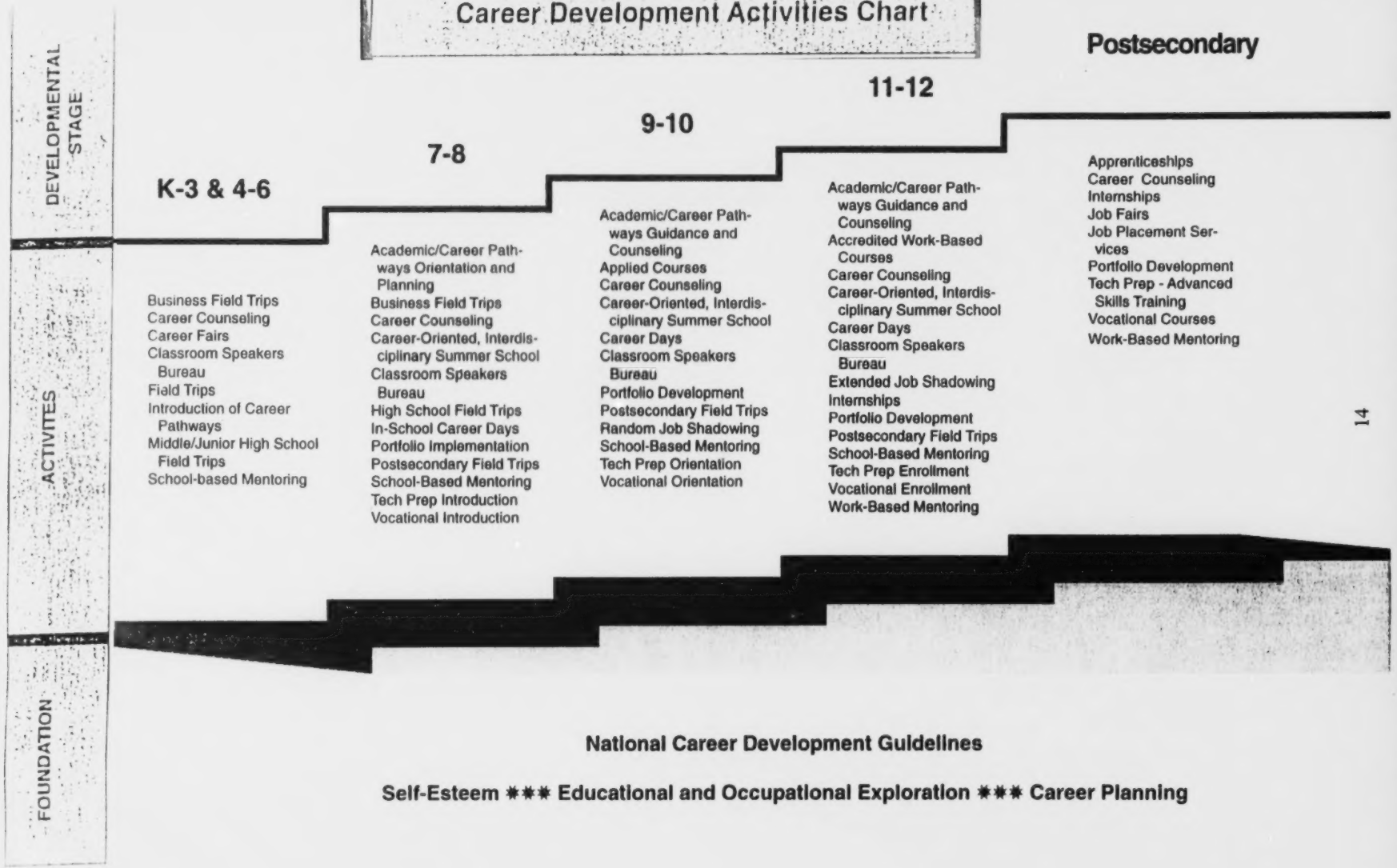
- Recruit employers.
- Recruit unions.
- Maintain support and participation of employers and unions.
- Adopt work-based learning curricula.
- Offer a continuum of work-based learning (job shadowing, structured work experience, paid work experience).
- Provide alternative strategies for work-based learning.
- Structure a planned program of training, including individualized student worksite learning plans.
- Place and support students in the workplace.
- Provide employee development to ensure quality work-based learning.
- Review health, safety, and legal issues.
- Document general workplace competencies.
- Establish occupation skill standards.
- Serve all students and provide equal access.

Connecting Activities

- Generate strategies to connect and school-based and work-based learning.
- Develop collaborative agreements between schools and employers.
- Develop collaborative agreements between secondary and postsecondary education.
- Design processes for connecting intermediary organizations to school-to-work system.
- Conduct marketing and PR for all stakeholders including students, teachers, parents, school boards, counselors, school and district administrators, employers, unions, community-based organizations, and state and local officials.
- Support continued involvement of all stakeholders.
- Establish governance, leadership, and coordination at all levels.
- Connect to state economic and workforce development activities.
- Develop strategic plans (e.g., 1-3-5 year) for implementation at school, district, local, and state levels.

- Provide technical assistance to local partnerships and stakeholders.
- Provide transportation and other support services.
- Conduct labor market research and analysis.
- Evaluate, monitor, and revise school-to-work system continuously.
- Leverage resources to institutionalize system.
- Serve all students and provide equal access.

Career Development Activities Chart



National Career Development Guidelines

Self-Esteem * Educational and Occupational Exploration *** Career Planning**

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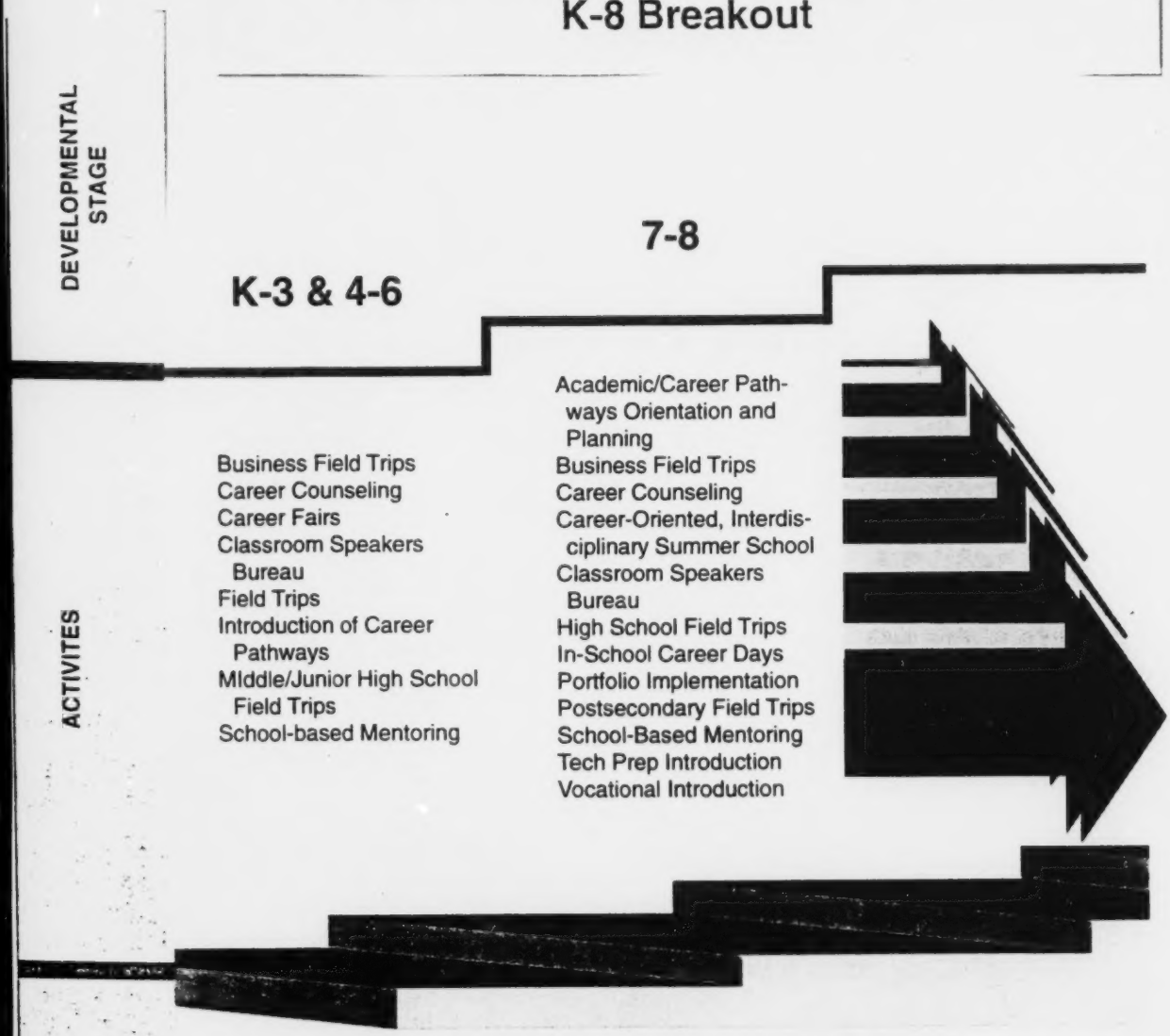
Career Development Activities Chart
K-8 Breakout



National Career Development Guidelines

****Self-Esteem****
****Educational and Occupational Exploration****
****Career Planning****

CAREER DEVELOPMENT ACTIVITIES CHART

EXPLANATION OF ACTIVITIES

The Career Development Activities Chart and the K-8 breakout chart on pages 14 and 15 provide an overview of developmental career-related activities that can serve as part of school-to-work. Although a wealth of literature exists on both career education and school-to-work, practitioners often look for clearer connections between the two concepts. They need to know what kinds of activities will actually support their implementation efforts and what activities are appropriate for different developmental levels.

The explanations below describe several career-related school-to-work activities depicted on the Career Development Activities Charts. Each description below is also accompanied by a list of the primary competencies from the National Career Development Guidelines that are addressed by each school-to-work activity. While many activities listed below address a number of competencies indirectly, the specific competencies identified in each description are those that directly address the activity described.

The Career Development Activities Chart is offered for the purpose of showing sample school-to-work activities for a comprehensive career guidance that begins in elementary school and continues through postsecondary education. Altogether, the selected activities move from general awareness to acquisition of skills, knowledge, and understanding. The activities are a sampling of school-based activities, work-based activities, and connecting activities, as outlined in the *School-to-Work Opportunities Act of 1994*. The steps are provided as a visual representation of the developmental nature of career guidance. (While some of the activities listed below are more appropriate for high school or postsecondary levels, their explanations are provided for the purpose of distinguishing different developmental levels of similar or the same activities.)

School-Based Activities

- **Academic/Career Pathways**

Introduction to Academic/Career Pathways. The initial stage of career guidance calls for developing an awareness of how skills and occupations are related to each other and how different occupations and careers are related. Information on career pathways should be incorporated regularly into classroom activities, and career counselors should provide supportive information during class discussions and activities.

√ Specifically addresses elementary school NCDG competencies 5, 6, 8, 12

Orientation and Planning for Academic/Career Pathways. This developmental stage in the academic and career planning processes requires orientation to the concept of career pathways. Orienting students to career pathways includes working with parents and with students to inform them about occupations within the clusters, related skills and abilities, academic pathways to support areas of interest and ability, labor market data, and other general information related to pathways. The orientation and planning phases are most appropriate before students begin making academic selections for high school course work.

√ Specifically addresses middle/junior high school NCDG competencies and indicators 4, 5, 6, 7, 8, 9, 10, 11, 12

Guidance and Counseling for Academic/Career Pathways. After students and parents sufficiently understand career pathways and have begun planning, the student's progress through the pathway must be monitored carefully. The role of the counselor and other school staff should include systematic and periodic checks of student progress and trouble-shooting. The counselor should provide leadership in addressing any needed changes by acting as a student advocate and by functioning in concert with faculty, administration, and parents in enabling students to succeed. All information related to students' progress within the academic and career pathway should be considered throughout the guidance and counseling process.

√ Specifically addresses high school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

- **Applied Courses**

Based on current research, the integration of academic and vocational education is the key that unlocks the door to increased academic success. Part of the integration of curriculum is the opportunity to apply what is learned. While applied academics is critical at every age, it takes on increased significance as students are connecting the world of school to the world beyond school. Providing additional experience in learning through applied course work can greatly enhance the learning process and is a necessary part of the career education/school-to-work connection.

√ Specifically addresses high school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

- **Career Counseling**

Career counselors must be able to assist learners in their attempts to connect their knowledge of self and their knowledge of careers with knowledge of the world of work. Throughout the educational process, career counseling must include developmental approaches that

move from awareness at the elementary level to knowledge, skills, and understanding at the middle/junior high school level to greater skills and understanding at the high school level. Career counselors can use critical times in the educational continuum to assist learners in the ultimate transition from school to work. While career guidance and counseling practices provide student support throughout the educational process, career counseling takes on different dimensions of relevance at the late high school or postsecondary level. At that point, counseling must include direct intervention with students based on their needs, which will include, at the very least, immediate access to and assistance with assessments, job information, labor market data, and materials related to advanced training and education.

√ Specifically addresses all elementary, middle/junior high, and high school NCDG competencies

- **Career Days**

Career Fairs. These events highlight specific careers for students through special speakers, exhibits, crafts, and other activities that demonstrate the complexity of jobs within certain career clusters (e.g., Agriculture Fair, Communications Fair, Medicine Fair). These events are particularly appropriate at the elementary level and can be held for a half day, a full day, or an entire week with specific activities scattered throughout each day. The objective of Career Fairs should be to generate awareness of the range of activities and career opportunities associated with particular fields of study.

√ Specifically addresses elementary school NCDG competencies 4, 5, 6, 7, 8, 10, 11, 12

In-School Career Days. Career Days at the middle school level can be highly effective when the speakers are brought in for one day each semester to speak to students during their regularly scheduled classroom activities. Teachers should work with counselors and other staff to plan speakers who can provide curriculum-relevant information. Motivational speakers can conduct kick-off assemblies for larger groups of students, but the students at the middle school level benefit from connecting the classroom activities with the world beyond the classroom through a full day of special activities and speakers who enter into their world in the classroom. Speakers should be provided with opportunities to meet with teachers and school staff to plan the Career Day presentations. Parents should also be included in the day's activities by being invited to attend the Career Day, by assisting with facilitating the speakers and providing snacks and meals throughout the day, and by completing evaluations of their impressions of their child's reaction to the speakers.

√ Specifically addresses middle/junior high school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

- **Career-Oriented, Interdisciplinary Summer School**

An innovative approach to summer school is to replace remediation with a unit-based, interdisciplinary approach with teams of teachers who design projects that connect students to the world beyond the classroom. In many areas where summer school is traditionally viewed as remedial, this career-oriented option has broadened the population served to all types of students. Related field trips, classroom speakers, and college and university field trips can be included in the summer school activities. Portfolios allow students to record their summer school learning experiences.

√ Specifically addresses middle/junior high and high school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

- **Classroom Speakers Bureau**

All school districts should work with local area employers and other agencies to maintain a list of speakers who could make presentations in the classroom. The speakers bureau is appropriate for all age levels. A database should be maintained with speakers' names, position titles, employers' information, times they are available to make classroom presentations, their preference of age-level for their presentations, and a list of topics on which they can make presentations to students.

√ Specifically addresses elementary school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12 and middle/junior high school competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

- **Middle/Junior High School Field Trips and High School Field Trips**

Students in grades 5 and 6 should be provided the opportunity to visit their local middle school during a regular school day, and students in middle school should be provided the same chance to visit their local high school. Student mentors should be assigned to all visiting students, and the students should proceed through a "typical" school day. This activity breaks down many barriers between age groups and provides the opportunity for younger students to confront the fear and awkwardness of entering the next level of school by being placed with an older and experienced "mentor for the day." This activity also gives students a firsthand look at academic skills they will need to succeed in the school course work ahead.

√ Specifically addresses elementary and middle/junior high school NCDG competencies 1, 2, 3, 4, 9, 10

- **Mentoring**

Although the concept of mentoring has been viewed as having value in the lives of youth since the time of the Ancient Greeks, the passage of the *School-to-Work Opportunities Act of 1994* has brought increased attention to this valuable option for enhancing student success. School-based mentoring provides mentors who are willing to come on-site at the school during the school day and work with students in their academic environment. School-based mentors serve a variety of crucial roles in the lives of students, including acting as friends, serving as role models for students, linking students to other cultures and values, acting as career counselors, listening as confidantes, serving as encouragers, supplementing the work of teachers and acting as tutors to students with specific academic needs, working as student advocates, coaching students, and negotiating on behalf of students. Other mentoring functions vary based on the age of the student being mentored and that student's particular needs.

√ Specifically addresses all elementary, middle/junior high, and high school NCDG competencies

- **Portfolio Implementation and Development**

As educators and employers begin to look differently at student potential and ability, portfolios take on increased significance in helping students proceed through school and move to the world beyond school. Portfolios can be used for planning purposes and should be introduced early in the career guidance process. Portfolios should include enough design flexibility to include accurate and adequate representations of students' experiences both in school and in alternate activities. Portfolio development should record course work within career paths, and it should also include records of field trips, job shadowing, other alternate learning experiences, and service learning activities. Student portfolios should be a major resource tool in career education and school-to-work activities.

√ Specifically addresses elementary, middle/junior high school, and high school NCDG competencies 1, 3, 4, 5, 7, 9, 10, 11, 12

- **Tech Prep Introduction, Orientation, Enrollment, and Advanced Skills Training**

A much-acclaimed program for promoting career-related education and school-to-work is the Tech Prep initiative. As part of the Tech Prep program and the successful development of technical skills required in today's work place, early orientation to technical skills and career paths

is essential. Career guidance must support students who are interested in career paths that move them toward the acquisition of skills, knowledge, and abilities for specific technical areas where academic and work-based paths can intersect at appropriate developmental levels. An introduction to both technical and vocational programs must begin as early as middle school in order to prepare students for enrollment at the junior level in high school so that students can enroll in Tech Prep programs by the eleventh grade. This introduction needs to be followed by more deliberate orientation to technical skills and occupations. A strategic and developmental approach to Tech Prep will provide easier access to more advanced secondary and postsecondary training and will help eliminate repetition of course material through 2+2 or 4+2 articulated curriculum, which promotes the continued development of technical skills at advancing levels during the last two years of high school and throughout postsecondary level training. Many Tech Prep programs are addressed in school-within-a-school environments and within career academies as well.

√ Specifically addresses middle/junior high and high school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

- **Vocational Introduction, Orientation, Enrollment, and Courses**

Vocational enrollment should also be based on strategic career guidance. Placement of students in vocational programs at the eleventh grade level should be preceded by skill and interest assessments and by orientation that indicate that placement in a vocational curriculum is appropriate. Vocational curriculum should meet both academic and vocational needs of students through applied and integrated curriculum and through both school- and work-based learning experiences that enhance the development of vocational skills. Many vocational programs are now being addressed in school-within-a-school environments and within career academies.

√ Specifically addresses high school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

Work-Based Activities

- **Accredited Work-based Courses**

As part of the continuum of career education, students should be allowed to participate in courses that are collaborative in design and function. Academic staff should work with work-site mentors to avoid work-based learning that is menial and non-instructive and should work together to design a work-based experience that addresses specific competencies. Since the goal of this work-based learning experience is to make it a true learning experience, the work-based courses

should be accredited, and student progress should be jointly monitored by both the academic instructor and the work-site mentor.

√ Specifically addresses high school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

- **Apprenticeships**

The history of apprenticeships is rich and long. Technically, apprenticeship is career education that combines extensive on-the-job training with classroom instruction. Typically, apprenticeships provide a long-term opportunity for training at the hands of a "master." In apprenticeships, less experienced learners are matched with more skilled craftspeople who are able to provide direct, "hands on" assistance in skill acquisition, with an end goal of mastery to a specific level of competence based on performance of the skill that has been tested at the required level of proficiency. Apprenticeships are most often paid work-site experiences with an end goal of employment in the skill area. These learning experiences also often include a written contractual agreement between a business/industry and the participating apprentice, which includes stipulations for completion of training and periodic review of performance.

√ Specifically addresses high school and adult NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

- **Business Field Trips**

Depending on the nature of the business and the size of the group, business field trips can provide viable learning opportunities for students of all ages. Classroom teachers or group facilitators should make clear to the business what the goals of the field trip are and should work with business partners to assure that the trip is designed to meet the appropriate developmental stage. For example, field trips for elementary students should provide a broad look at the nature of business conducted and the types of jobs available. Middle school students should be provided with information related to skills required for certain jobs and with information that relates the place of the business/industry in the local economy. High school students should be provided with extended information on the nature of the business, the place of the business/industry in the local economy, the types of jobs available, the skills and education required for those jobs, and other pertinent information that will increase their understanding of the world of work.

√ Specifically addresses elementary, middle/junior high, and high school NCDG competencies 5, 8, 11, 12

- **Career Days**

More mature students, such as high school and postsecondary students, often benefit from large scale career days in which a number of employers are able to "show their wares." Speakers should be scheduled to make presentations periodically throughout the day to discuss the relationship between education and work in their particular industry. Representatives of as many employers as possible from the region should be available at booths or tables located in a large central area during the Career Day so that students can get more information about the employer, the education required for certain jobs, and the employment potential. One large area should also be available for all regional employers to display information and to provide entry-level job information.

√ Specifically addresses high school NCDG competencies 5, 8, 11, 12

- **Internships**

For students who are more ready to make choices about skills they would like to acquire or to practice, internships should be designed that provide for supervised acquisition of more advanced skills. The options are as limitless as the jobs available. The goal of an internship is to provide highly supervised participation in acquiring more advanced skills and knowledge–based on the identified interests and abilities of the students who participate and the related needs of the participating business or industry. Internships can be paid or unpaid work-based experiences.

√ Specifically addresses high school and postsecondary school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

- **Job Shadowing**

Random Job Shadowing. Like all other activities, job shadowing should be structured at appropriate developmental levels. Job shadowing should begin at the 9th grade level with broad, on-site exposure to the world of work. Throughout the 9th and 10th grade students should be provided with opportunities to visit eight to twelve businesses. Ideally, one day a month should be designated as a community job shadowing day. For example, October could focus on retail and sales businesses, on utility industries and service businesses, December on government and social services, January on hospitals and medical businesses, February on manufacturing businesses, March on union jobs, and April on education. Transportation should be provided to pick up students and deliver them to various participating business sites where they will spend the day observing a designated work-site mentor. Matches should be made for students with the goal of providing them with real life exposure to what different occupations actually require and what

skills are required on the job for various types of jobs. (In truth, negative experiences are as valuable as positive ones: The goal is to allow the students to observe first hand a real life work experience.) All random job shadowing observations should be kept in a log and should be included in a portfolio. Professional development should be conducted that enhances the experience of student participants through the development of appropriate classroom activities where these students can reflect on their experiences and where all other students in their classes can also learn from the experiences of the participants. Students should be provided with materials for observation and should be prepared to bring the experience back to the school setting. Work site mentors should be provided with training and materials to enhance the experience.

√ Specifically addresses high school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

Extended Job Shadowing. After visiting a number of work sites and working with a number of work site mentors, students should come to end of their 10th grade year with a good notion of what does and what does not interest them. Based on these experiences and on a number of assessments and interest inventories, students at the 11th grade level should be provided opportunities to further investigate what interests them and to spend more extended time with a work-site mentor. Structures for extended job shadowing can be set up based on the availability of the mentor and the student but should generally fall within the range of 20-30 hours per semester. Training should be provided for all work-site mentors and materials, and training should be provided for all participating students. Professional development should be provided to allow teachers to plan how these experiences can be integrated into classroom activities and other course work and assignments.

√ Specifically addresses high school NCDG competencies 4, 5, 6, 7, 8, 9, 10, 11, 12

- **Work-based Mentoring**

All learning that takes place on a work site should be monitored by a work-site mentor. The work-site mentor should be responsible for accurately representing the skills and competencies for jobs, the educational needs for specific jobs, and information related to how the job fits into the organization as a whole. In addition, depending on the nature of the work-based learning experience, the work-site mentor should monitor student progress in developing competencies appropriate for that work-based experience.

√ Specifically addresses all high school and postsecondary NCDG competencies

Connecting Activities

- **Job Fairs**

Postsecondary institutions are ideal environments in which a number of employers can come together to provide information on job opportunities. In areas where strong partnerships exist between a postsecondary educational institution and the business/industrial community, job fairs can provide ready access to information to a diverse community of workers with different skill levels and interests. Employers benefit by having access, through the educational entity, to screening and assessment processes available through the institution. Students and other learners from a community can greatly benefit from centralized access to job information.

√ Specifically addresses postsecondary (adult) NCDG competencies 4, 6, 7, 12

- **Job Placement Services**

Postsecondary institutions within a local region can also provide support in placing learners in jobs. In many regions of the country, community colleges in particular are viewed as *the* primary resource for job placement. Because of the diverse population served by most community colleges through their open access policy, employers often look to these institutions for most immediate access to a hiring pool. Effective career guidance at this level will include aggressive means of supplying access to job placement.

√ Specifically addresses postsecondary (adult) school NCDG competencies 4, 6, 7, 12

- **Field Trips**

General field trips are well suited to elementary students and should be designed to generate awareness in students of the world beyond home and school. These trips can include visits to museums, zoos, parks and other recreational facilities; caroling to nursing homes or sheltered care facilities; trips to fire stations and other community facilities; and a wide range of other possibilities for learning about the world beyond school and home. Although field trips typically generate a level of awareness, students at all grade levels may have awareness needs that can be met through field trips conducted in conjunction with other academic activities.

√ Specifically addresses elementary school NCDG competencies 2, 10, 11

RESOURCE LISTS

The four resource lists which follow provide listings of some of the resources and materials currently available to be used for elementary and middle/junior high school career guidance. These resources and materials are listed in three sections: Grades K-3, Grades 4-6, Grades 7-8, and Other Resources. The materials are listed alphabetically by the title of the resource. Each listing contains the following information:

Column 1 - Title, Author (if available), Date of Publication, Format of Material or Resource, Recommended Age Level, Source of Materials (Manufacturer/Publisher and Distributor), and Price (as of 7/97).

Column 2 - Rating by Practitioners (This section is not included in the Other Resources.)

Column 3 - Description of Materials

The information contained in Column 1 may be incomplete but is based on information available to us at the time of publication. Once the list of resources and materials was compiled from catalogs and various other sources, it was sent out for review to all the sources listed in the section of this text entitled Sources of Information, which is located near the end of this text. The publishers and distributors were asked to edit the resource list and update any information, including pricing information. They were also asked to identify themselves as "sources of origin" (i.e., the original publisher or manufacturer of the materials) or as "distributor" (i.e., one who distributes the materials for another source of origin). Our chart makes those distinctions, if it was provided for us, in item number 6 in the left hand column of each chart.

Once we received the edits from the publishers and distributors, our resource lists were updated based on the information they provided for us. Most of the publishers and distributors responded to our query; however, a few of the distributors did not respond.

At the recommendation of our special Advisory Board for this project, we have also included ratings by selected practitioners in the field of elementary and middle/junior high school career guidance. Near the completion of the research project, we asked our Advisory Board members to recommend a panel of reviewers for the materials who would be knowledgeable enough to provide ratings of the materials based on their experience. For materials that have been widely used during the past several years, we hope this rating by practitioners will be helpful to those in the field who are less familiar with the resources and materials. However, the ratings should be considered helpful rather than definitive. Many new products are out on the market on a regular basis. While many of the materials in the resource guide are excellent materials, many of them are also so new that they have not been used widely and, therefore, cannot be rated. The

ratings indicate only what the practitioners who reviewed this resource guide know on the basis of their own experience, which is inherently limited.

The reviewers represent a nationwide sample of people with extensive experience and background in working with elementary and middle school career guidance. Many of the reviewers have been involved in state or regional efforts to review career guidance materials for use with elementary and middle school students. Other reviewers also have extensive experience in career guidance related to school-to-work. Several of the reviewers have held top-level positions in national counseling organizations. While they are few in number, their experience and knowledge, collectively, is wide and deep, and we value their opinions of the materials with which they are familiar.

Column 2 of the charts represents the ratings of these practitioners. Reviewers were asked to rate materials as the numbers below indicate if the materials met most of the criteria for that particular rating. The ratings were based on the following criteria:

5= Excellent Resource

- Promotes knowledge of careers for all students at stated developmental levels
- Meets standards of equity or designates a specific target audience
- Is user friendly for both teachers/counselors and students
- Is compatible for use with current equipment, technology, and/or other resources

4= Good Resource

- Promotes knowledge of careers but might be clearer in how the resource can be used appropriately to meet developmental needs
- Meets most standards of equity or designates a specific target audience
- Is generally user friendly, but guidelines and assistance for use by the teachers/counselors or the students might be enhanced
- Is generally compatible for use with current equipment, technology, and/or other resources but has presented a few minor problems in implementation

3= Average Resource

- Promotes general knowledge of careers but may be limited in addressing specific developmental competencies

- Presents a relatively traditional approach to career awareness; could do a better job of meeting standards of equity or of designating a specific target audience
- Could be more user friendly by providing more specific guidelines and assistance for use with students and/or by teachers/counselors

Is able to used with current equipment, technology, and/or other resources but has presented some problems in implementation

2= Poor Resource

- Lacks impact in promoting knowledge of careers
- Does not meet standards of equity or does not clarify that it is addressing a specific target audience
- Requires extensive adaptation or modification for use by students and/or teachers/counselors
- Has presented significant problems for use with current equipment, technology, and/or other resources

1= Very Poor Resource

- Does not promote knowledge of careers
- Does not meet standards of equity or does not specify a target audience
- Is not user friendly for students and/or teachers/counselors
- Is not compatible with current equipment, technology, or other resources

DK= I have not used this resource, or I am not familiar enough with this resource to offer my opinion of its quality. If no reviewers indicated knowledge of the materials by using the DK rating, we have indicated in the rating column that the materials were "not rated" by reviewers.

Column 3 of the resource lists provides a description of the resources and materials. For the most part, these descriptions were taken directly from catalogs or promotional materials provided by the suppliers or distributors of the materials and were edited only for the sake of clarity or consistency with other descriptions in the resource guide. In an attempt at fairness, our edits included the removal of marketing language, such as "exciting" or "fun-filled" or "popular," from the original descriptions.

GRADES K-3 RESOURCE MATERIALS

1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	RATINGS BY PRACTITIONERS AND NUMBER OF RESPONDENTS (n) WHO RATED THE RESOURCE 5=Excellent 4=Good 3=Average 2=Poor 1=Very poor	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
1. ***A First Look At Careers*** 2. Meridian Education Corporation 3. 1991 4. Video set 5. Grades 3-8 6. O=Meridian Education Corporation; D=American Guidance Service, Inc., Center on Education and Work, CFKR 7. $95.00	n=3 Rating= 4	• This two-part video set brings some of our "Dictionary People" to life as we sample occupations from airline pilot to zoologist, with animation and live action footage. • Students will get a taste of the many choices they will have some day for an occupation. The key concept of these video programs is to assist students in developing investigative skills related to potential career paths, and to expand their awareness of Career Areas (i.e., broad sets of occupations within which all jobs can be classified). • The two program set should be used in close conjunction with the ***Children's Dictionary of Occupations***. In this publication, the teacher will find additional information and activities from which to initiate classroom project.
1. ***Alphabet Alive Series (Grades P-3)*** 2. Education Associates, Inc. 3. NA 4. 3 activity books, CD ROM, lesson plans book and 4 audio tapes 5. Grades Preschool-3 6. Education Associates, Inc. 7. $199.00	Not rated	• This career resource series contains thematic units to help students learn reading, writing and arithmetic. It includes over 300 activities, animal stories, poems, puppets, patterns, language activities, reading, writing, and art acitivites, word search and comprehension activies and songs to teach phonics.
1. ***Authentic Connections to the Real World (Grades PreK-5)*** 2. NA 3. 1993 4. Activity book 5. Grades Pre-K (Grades 6-8 also available) 6. Home Economics Curriculum Center at Texas Tech University 7. $15.00	n=1 Rating=3	• PreK-5 level cotains over fifty activites developed by elementary school teachers, counselors, business and industry representative, and parents from Goose Creek CISD. This reource addresses SCANS competencies by focusing on real-world application of instructional objectives. Each activity stimulates the application of knowledge and skills in a specific career or career pathway. Mathematics, language arts, science. and social studeies activities are included.

1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	RATINGS BY PRACTITIONERS AND NUMBER OF RESPONDENTS (n) WHO RATED THE RESOURCE 5=Excellent 4=Good 3=Average 2=Poor 1=Very poor	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
1. ***Career Adventures*** 2. Norene Lindsay 3. 1996 4. 88-page student workbook plus 4 page student portfolio, teacher's guide 5. Grades 3-7 6. Wintergreen Orchard House, Inc. 7. $49.95, set of 10 workbooks (10+ sets @ $39.95	n=5 Rating=5	• Students examine their academic interests, their leisure activities, their work habits, their "people" skills and interests, and their values to find career areas that match the whole person. • Activities emphasize the connection between school and work. Academic preparation/development and awareness of personal interests is presented as a continuum--moving from school to careers. • The four parts of the workbook can be used independently or sequentially: 1) Twelve Career Clusters, 2) Other Roads to Travel, 3) Building Bridges from School to Work, and 4) Making Travel Plans. • A student portfolio is included for students to record what they've learned about their career interests.
1. ***Career Capers*** 2. Mary Landis Maloney 3. NA 4. Activity booklet 5. Grades 3-7 6. Wintergreen Orchard House, Inc. 7. $10.95	n=4 Rating=3.5	• This resource develops career awareness. • The guide includes handouts for notebooks, demonstrations, and Career Days. • The text is useful in social studies, language arts, and science projects. • The activities meet NCDG competencies 4, 5, 6, and 7.
1. ***Career Caravan*** 2. Norene Lindsay 3. 1995 4. Student activity book 5. Grades 3-7 6. Wintergreen Orchard House, Inc.; D=American Guidance Service, Inc. 7. $29.95, set of 10 workbooks	n=5 Rating=4	• Students take concepts into the "real" world of work. • Activities include interviewing or talking with parent(s) or other adult workers to apply career concepts learned in ***Career Adventures*** to the adult's job. Students explore and learn about career resources and jobs in their community. • Activities are organized to correspond to and reference the four parts of ***Career Adventures*** and can be used in conjunction with ***Career-O-Ram-A*** and ***People at Work***. The Teacher's Guide connects activities to the appropriate lesson in Career Adventures. All activities are coded.

1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	RATINGS BY PRACTITIONERS AND NUMBER OF RESPONDENTS (n) WHO RATED THE RESOURCE 5=Excellent 4=Good 3=Average 2=Poor 1=Very poor	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
1. ***Career Connection... from Learning to Earning*** 2. Oklahoma Department of Vocational and Technical Education 3. 1996 4. Magazine style activity book, teacher's guide 5. Grades 1-4 6. O=Oklahoma Department of Vocational and Technical Education 7. $10/pkg. of 25; +8% for personal orders; $18/pkg. of 25 out of state	n=4 Rating=4.75	• In elementary grades, career development focuses on career awareness. Students are introduced to career awareness in a fun, hands-on way. • ***Career Connection*** introduces five major themes within career awareness: understanding career clusters; understanding the relationship between work and learning; understanding the importance of personal respect and good work habits; understanding how to make decisions; and understanding how to relate their interests to career clusters.
1. ***Career Day Planning Guide*** 2. St. Louis Public Schools 3. 1994 4. Teacher materials, activity book 5. Grades K-12 6. O=Center on Education and Work 7. $35.00	n=1 Rating=4	• This resource serves as a guide to planning career days and includes guidelines, models, activities, and forms.
1. ***Career Development Activity Book*** 2. Oklahoma Department of Vocational and Technical Education 3. 1994 4. Activity book 5. Grades K-6 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $2.00 plus 10% sh/h; +8% for personal orders; $10 out of state	n=4 Rating=4.5	• This resource assists with career infusion. • Each activity in the book has been written to meet one of the National Career Development Guidelines. All 12 guidelines are covered. In addition, these activities also address the Oklahoma Student Learner Outcomes in language arts, science, social studies, and math.

1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	RATINGS BY PRACTITIONERS AND NUMBER OF RESPONDENTS (n) WHO RATED THE RESOURCE 5=Excellent 4=Good 3=Average 2=Poor 1=Very poor	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
1. ***Career Development Implementation Handbook*** 2. Lorna J. Harrison 3. NA 4. Resource manual 5. Grades K-12 6. Texas Education Agency 7. NA	n=1 Rating=3	• The ***Career Development Implementation Handbook*** was created to provide teachers and counselors with the tools they need to establish a career development guidance program within a school's established comprehensive guidance program in order to help students become informed decision makers in their own career development. • The content of this is based on the Texas Comprehensive Guidance Program, National Career Development Guidelines, SCANS, Texas Education Agency publications, and GOALS 2000. • The handbook includes sections on elementary and middle school guidance activities and provide sample activities and resource materials.
1. ***Career Explorers*** 2. NA 3. 1994 4. Game 5. Grades 2-6 6. O=Career Explorers; D=AVA, Center on Education and Work, CRT, Wintegreen Orchard House, Inc. 7. $44.95 (prices vary significantly among distributors)	n=4 Rating=4.25	• This board game was developed for classroom introduction of career awareness and exploration concepts. The object of the game is to collect the skills necessary to perform a chosen occupation. • Up to six players can play at one time. • Lesson plans explain how to categorize the occupations according to Holland's codes.
1. ***Career Gateways*** 2. CFKR; Marty Sabich, Project Developer 3. 1997 4. Student booklets and answer folders 5. Elementary School 6. CFKR 7. $78.75, set of 25 booklets and answer folders	n=3 Rating=3.67	• ***Career Gateways*** is designed for students to focus on their interests, career exploration skills, and career planning skills. • Students will become more familiar with the skills-based job family matrix and the skill and ability requirements associated with a job family. • ***Career Gateways*** helps students develop the skills required to: locate, understand, and use career information to plan for a career; identify education and training for various careers; identify personal interests, ethics, and values to formulate a work ethic; and begin development of an individualized Career Plan. • ***Career Gateways*** involves students in their future goal planning and is a self-directed program in which the teacher can offer guidance only when needed by the student. • Related materials include the ***Skills-Based Job Family Matrix Poster***.

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1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	RATINGS BY PRACTITIONERS AND NUMBER OF RESPONDENTS (n) WHO RATED THE RESOURCE 5=Excellent 4=Good 3=Average 2=Poor 1=Very poor	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
1. ***Career Orientation Planning Profile (COPP)*** 2. National Guidance Consortium 3. 1995 4. Student and parent information sets 5. Elementary School (Grades 7-9 and 9-12 also available) 6. CETA/OSU 7. $9.00 each for Parent Information File, Grades K-3, set of 30; Student Career File, grades 4-6, set of 30; Parent Information File, Grades 4-6, set of 30	n=3 Rating=3	• The Parent Information File provides ideas and suggestions that help parents assist children to prepare for the world in which they must live. The File is designed to assimilate information and provide suggestions and ideas. • The Student Career File includes a Worksheet and a Portfolio that help students in grades 4-6 to begin to explore and investigate careers in a formal but fun way. • Middle and high school materials are also available.
1. ***Career Puppets*** 2. NA 3. NA 4. Hand puppets 5. Elementary School 6. CFKR 7. $99.95	n=3 Rating=4.67	• Each set of puppets includes twenty gender/ethnically equal 10" hand puppets portraying nontraditional and traditional careers for males and females. • These puppets have silk-screened fronts and are washable. • Each set also includes eleven reproducible blank-faced puppets for students to color themselves and easy to follow activities that provide a variety of career-related fun.
1. ***Career Scouts*** 2. NA 3. NA 4. Student booklets 5. Primary and Elementary School 6. CFKR 7. $40.95, Set of 25 booklets	n=1 Rating=3	• ***Career Scouts*** introduces the students to the basic concepts and language of the work world and gives them the skills needed to begin their planning process for a career. • ***Career Scouts*** helps students develop the skills necessary to accomplish these directives: exhibit respect for self and others; identify levels of educational preparation; identify different occupations; and identify different skills-based job families. • ***Career Scouts*** uses the ***Occupational Outlook Handbook***, the ***Crosswalk Matrix***, and the ***Skill-Based Job Family Matrix*** as its source of viable information.

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1. ***Career Video Tour for Elementary School Student Series*** 2. NA 3. NA 4. Five-video series 5. Grade 3-6 6. JIST Works, Inc. 7. $395.00, set of 5 videos	n=3 Rating=4	• This five-video series gives an overview of career opportunities in five fields: professional specialties, business professions, health related careers, careers in the arts, and science and environmental careers. • These videos are geared to keep the interest and attention of elementary school students.
1. ***Career Video Tours*** 2. NA 3. NA 4. Set of 5 15-minute videos 5. Elementary School (Middle School set also available) 6. D=Academy Productions, CFKR, Education Associates, Inc. 7. Each $49.95; $239.95, complete set of 5	n=1 Rating=4	• This new video series for elementary and middle school age students depicts students interviewing real people in real professions in their actual work environments. • The videos focus on a variety of professions. • Career decision making information is provided on three major job groups and a total of 46 specific jobs with excellent employment opportunities into the 21st century. • The elementary version is fifteen minutes; middle school version runs twenty five minutes per video.
1. ***Career Workbook*** 2. NA 3. NA 4. Activity booklet 5. Grades 3-5 6. Wintergreen Orchard House, Inc. 7. $8.95	n=3 Rating=4	• This resource includes reproducible activities for a career awareness unit. • Activities involve reading, math, writing, study skills, self awareness, and career clusters. • Students can make a "career contract" with themselves and learn research skills including career interviews with working adults. • The activities meet NCDG competencies 4 and 6.

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1. ***Career-O-Ram-A*** 2. Wintergreen/ Orchard House, Inc. 3. 1995 4. Interactive multimedia CD-ROM 5. Grades 3-7, plus special populations 6. O=Wintergreen Orchard House, Inc.; D=American Guidance Service, Inc., JIST Works, Inc. 7. $299.95 for IBM and MAC, discount available on purcharse of 5 or more copies	n=4 Rating=4.5	• ***Career-O-Ram-A*** combines animation, photography, voice interviews, and music to produce a learning tool that will grab kids' attention. • Student can explore more than 140 different careers to help Dex find the perfect job. • Students click on photographs of actual workers and professionals to learn the specifics of a career. Students both see and hear what the person does at work. The text brings workers to life as they describe exactly what they do for a living and what it is that they like about their jobs. Suggested school subjects, salary, educational requirements and outlook information are shown in graphic format and presented in terms a 3rd grader can understand. • ***Career-0-Ram-A*** separates the organized occupations into twelve clusters covering occupations at all educational levels in the U. S. labor market. • ***Career-O-Ram-A*** is designed for students to use on their own. The program is completely student-driven, letting exploration happen in any order.
1. ***Careers and Me*** 2. NA 3. NA 4. Activity booklet 5. Grades K-2 6. Wintergreen Orchard House, Inc. 7. $8.95	n=5 Rating=3.6	• This resource includes activities to teach career awareness and self-awareness for K-2. • The book includes reproducible, ready-to-use skill builders in math, reading, and language and also includes art projects, worksheets, and puzzles. • The activities meet the NCDG competencies 1,2,3,5,6,9,10.

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1. ***Careers in Action (Elementary Career Awareness System)*** 2. Education Associates, Inc. 3. NA 4. Instructor's notes, student instructions, materials and tools (packaged in portable cases for transportability and security) 5. Grades K-5 (Middle School and High School materials also available) 6. Education Associates, Inc. 7. All 10 elementary titles - $3695.00; any 5 elementary titles - $1975.00	n=2 Rating=4.50	• Part of the School-To-Work Transition Plan, the Elementary Career Awareness System is a series of 10 hands-on kits designed to provide elementary students with an awareness of career clusters, typical job tasks performed, the tools needed to do the job and the training required. Through individual and group activities, student will follow instructions and perform hands-on tasks. Writing activities and community/parent involvement are incorporated in the kits. • The 10 kits include: Let's Discover Travel, Tourism, and Hospitality; Let's Discover Mechanics, Installers, and Repairers; Let's Discover Engineering Technology; Let's Discover Construction; Let's Discover Medical Careers; Let's Discover Creative Arts; Let's Discover Medical Careers; Let's Discover Creative Arts; Let's Discover Nature's Resources; Let's Discover Human Services; Let's Discover The World of Business; and Let's Discover Public Services. Upcoming 1998 titles include: Transportation, Science and Math; Consumer Technology; Manufacturing and Production Technology; and Communications Technology. • These materials highlight: - Series of hands-on activities for elementary career awareness - Information about career clusters - Opportunities for students to use real tools of the trade. - Opportunities for students to perform typical job tasks of the occupation. - Self-contained kits complete with materials needed to perform activities. - Writing activities and community involvement incorporated into the activities - Training for professional development • Developed by a national School-To-Work technical expert and the past Elementary Vice President of the American School Counselor Association, ***Careers in Actions*** is correlated to School-to-Work requirements and NOICC career development guidelines.
1. ***Children's Dictionary of Occupations Activities*** 2. William E. Hopke & Barbara M. Parramore 3. 1992 4. Reproducible black line masters 5. Grades 3-4 (also available for Grades 5-6) 6. O=Meridian Education Corporation; D=Center on Education and Work, CFKR 7. **$12.95, package of 20 activities**	Not rated	• Kids are taught to understand their career interests and opportunities with twenty black line master activities. • The masters are fully reproducible and are available in two grade levels. • These can be used as a classroom assignment or as homework for any curriculum area.

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1. ***Children's Dictionary of Occupations*** 2. William E. Hopke & Barbara M. Parramore 3. 1992 4. 130-page book with color illustrations and descriptions 5. Elementary School 6. O=Meridian Education Corporation; D=American Guidance Service, Inc., Center on Education and Work, CFKR, JIST Works, Inc. 7. $12.95	n=5 Rating=4.7	• The Children's Dictionary of Occupations paints a portrait of the modern job market by including nearly 300 careers, representing about 60% of the jobs currently available in the United States. • The book also contains more than 60 new occupations, updated titles, and descriptions that are indexed to the Department of Labor's 12 Career Area Classifications. • Each entry is illustrated with a two-color drawing of a childlike character using tools of the trade in an environment typical of that occupation. • A pronunciation guide is given for each job title, as well as a description of job-related duties, necessary equipment, work environment, and special skills or training.
1. ***Children's Dictionary of Occupations CD-ROM*** 2. William E. Hopke & Barbara M. Parramore 3. 1997 4. CD-ROM 5. Grades 2-6 6. O=Meridian Education Corporation; D= Center on Education and Work, CFKR, JIST Works, Inc. 7. $89.00	n=2 Rating=4.0	• Children's Dictionary of Occupations is now available on CD ROM. • Containing all of the text of the book, plus animation and live action video, this CD-ROM lets kids take interactive visits to dozens of offices and work sites. • The disc is fully narrated, so even children with undeveloped reading skills can learn facts about the job market. • Once kids find a career of interest, The Children's Dictionary of Occupations CD-ROM lets them print out a full description.
1. ***Children's DOT Poster*** 2. NA 3. NA 4. 25" X 37" 4-color poster 5. Elementary School 6. CFKR 7. $9.95	n=3 Rating=4.0	• Poster provides a panorama of occupations and includes activities to foster discussion and student participation.

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1. ***Children's Occupational Outlook Handbook (COOH)*** 2. Linda Schwartz and Toni Wolfgang 3. 1996 4. Soft cover book, 229 pages; software available 5. Elementary School 6. American Guidance Services, Inc., CFKR, Education Associates, Inc. 7. $16.95 ea., 1-9 soft cover copies; $14.95 10+ soft cover copies **Software:** $89.95	n=4 Rating=4.57	• The **COOH** lists over 200 occupations and serves as a resource book for classrooms or school library. • **COOH** includes sections such as "Places to Observe" and "Getting Ready," which are designed to help students begin preparing for careers of the future. • Activities include unscrambling words, and completing word searches and other fun puzzles. • Listings available in the handbook include: Job Description, Level of Training and Education, Related Jobs, Working Conditions, and Where to Get More Information. • **COOH** Activities help students understand occupational verbiage and what will be expected of them when they begin their career search. • Complete sets of activities include lesson plans, preparational strategies, key points, and reproducible activities sheets. **Software:** • All of the information provided by the ***COOH*** book has been placed in an easy-to-use computerized program. • The database contains over 200 additional occupations and corresponds directly with the book's information. • Information is presented in a tic-tac-toe game-like format, the results of which can be produced as a computerized printout.
1. ***Color Works I*** 2. NA 3. 1996 4. Teacher' packet with instructions, student activity sheets, craft supplies, and video 5. Elementary School (Color Works II available for Middle School) 6. D=CFKR, Clear Choice Educational Services, Inc., JIST Works, Inc., Learning Well 7. $130.00 for entire set; $79.95 for Color Works I set	n=3 Rating=3.67	• ***Color Works I*** is a multi-cultural, hands-on, student-based activity program. • Each career covered contains a short story, coloring page, activity page, and a list of related careers. • These formats present career information to very young children. • ***Color Works I*** comes complete with a teacher's manual, student worksheets, and a ***Kidsong*** video. • The complete kit includes a Teacher's Manual with complete lesson plans, career tracks, vocabulary word lists, occupational profiles and related occupations. Also included are reproducible student books with activities for each career, along with crayons.

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1. ***Comprehensive Guidance Kits*** 2. NA 3. 1993 4. Curriculum kits 5. Grades K-6 (Grades 6-9 and 9-12 also available) 6. Instructional Materials Laboratory 7. $120.00	n=3 Rating=4.33	• This curriculum contains an administrator's manual (for K-12) with information on structural and programmatic components, implementation steps, how to involve others, and personnel and program evaluation. • Each kit has approximately 250-300 guidance learning activities in each educational level and addresses competencies keyed to Missouri Comprehensive Student Needs Survey. • Kit comes in a storage box with manual, activities, and transparency masters.
1. ***Cumulative Record Folder*** 2. Chronicle Guidance Publications, Inc. 3. 1989 4. Folder 5. Grades K-12 6. O=Chronicle Guidance Publications, Inc. 7. $.60 each, 1-99; $45.00 per 100, 100-499; $35.00 per 110, 500+; Student plans and reports $8.00 1-499, per 100; $6.00, per 100, 500+	n=2 Rating=3.0	• For recording pupil progress from K-12, this cumulative record folder has space for recording student data. • Easy-to-complete student plans and reports are also available, including: - Interview Record Sheet - Observation Record Sheet - Personality Report Sheet - Four Year Educational Plan - Division of Career Education/Cooperative Training Sheet
1. ***Developmental Guidance: Classroom Activities*** 2. Center on Education and Work 3. 1991-92 4. Book format for teachers, with outlined classroom activities 5. Grades K-3, (Grades 4-6, Grades 7-9 and Grades 10-12 also available) 6. O=Center on Education and Work 7. $39.00, K-3; $139.00, all 4 volumes	n=5 Rating=4.33	• These guides provide classroom or group guidance teaching activities correlated to the National Career Development Guidelines and describe 600 activities, including grade level, purpose, how to organize, materials needed, and how to evaluate competency achievement. • The activities are divided into four volumes. • These classroom activities provide the basis for integrating career development into the classroom. • Quantity discounts are available.

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1. ***Dinocards: If You Can See It, You Can Be It*** 2. Mark Wendt 3. 1994 4. Box of activity cards and leader's guide 5. Early Elementary School 6. D=Center on Education and Work, JIST Works, Inc. 7. $39.00	n=3 Rating=4.0	• Created for early elementary students, ***DINOCARDS*** are baseball-size cards depicting a dinosaur involved in a specific occupation on the front, with information about that occupation on the back. • Accompanying the ***DINOCARDS*** is an activity leader's guide containing 49 activities to use with the cards.
1. ***DINOCOLOR*** 2. NA 3. NA 4. Coloring activities 5. Elementary School 6. D=Center on Education and Work, JIST Works, Inc. 7. $39.00	n=4 Rating=4.0	• ***DINOCOLOR*** is a collection of 198 occupations introducing elementary students to occupations in 11 divisions such as Forestry and Other Resource Jobs, Media and Communications Jobs, and Health-Related Jobs. • The front of each ***DINOCOLOR*** master page features a picture of a dinosaur involved in a specific occupation. • The master may be duplicated and given to each student to color and suggested activities may follow. • The back of the master features information about that occupation. • ***DINOCOLOR*** can also be used in conjunction with ***Dinocards*** and ***Dinocards*** activities.
1. ***E-WOW (Explore the World of Work)*** 2. Eric Larson, Graphics; Lori Constantino, Layout 3. 1990-91 4. Consumable folder; software available 5. Elementary School 6. CFKR, D=Education Associates 7. $15.75, set of 25 folders; $52.50, set of 100 folders; $57.50, set of 100 folders w/2 JOB-O Dictionaries **Software:** Apple II & II GS; $399.95 site license, unlimited users	n=5 Rating=4.33	• ***E-WOW*** is designed as a career awareness/exploration learning activity with a game-like format that makes students aware of important career related information. • After completing E-WOW, students will be able to identify job activities, the job cluster concept, job titles, and the process of exploring, researching and comparing jobs. • Related materials include ***E-WOW* software**, a game-like format that lets student see how their selections and interests compare with specific jobs or job groups.

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1. ***Early Birds*** 2. NA 3. 1991 4. Student activity book 5. Grades 3-5 6. Finney Company 7. $4.00 ea./ 1-25 copies; $3.40 ea./26 or more	n=1 Rating=3.0	• This activity book introduces students to the twelve occupational interest areas defined in the ***Guide for Occupational Exploration (GOE)***. • Each unit features a three-page story that introduces student to various careers within a ***GOE*** interest area. • Cartoon format depicts peer characters as workers in a variety of occupations. • Activities including crosswords, word finds, scrambled words, and other puzzles follow each story and reinforce the concepts of that unit.
1. ***Early Occupational Awareness Program for Kindergarten and Grades One and Two*** 2. Barbara M. Parramore and William E. Hopke 3. 1994 4. Teacher's guide with activities 5. Grades K-2 6. D=American Guidance Service, Inc.; Garrett Park Press 7. $17.95, set of student activity work sheets; $40 for set of 10 student activity work sheets	n=2 Rating=4.0	• Students are introduced to a wide range of occupations via pictures and text to help them develop a basis for making career decisions in the future. • Comprehensive lessons and accompanying activities focus on young students' awareness of jobs and the world of work. • Student workbooks help to convey instructional messages and heighten student interest.
1. ***Elementary School Program*** 2. Junior Achievement Inc. 3. 1996 4. Student and leader materials 5. Grades K-6 (Middle School and High School materials also available) 6. Junior Achievement Inc. 7. NA	n=3 Rating=4.0	• In the ***Elementary School Program***, kindergarten through sixth grade children learn concepts and skills at each level that build on those taught in preceding grades. Each grade level theme is taught by a volunteer--referred to as a consultant--from the community. • This program is designed to show student the relevance of education to the workplace as well as to prepare them for secondary school an lifelong learning. Program Themes: Ourselves, Our Families, Our Community, Our City, Our Region, Our Nation, and Our World

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1. ***Everybody's Beautiful Career Cut-Outs*** 2. NA 3. NA 4. life-like cut outs with resource guide 5. Grades 3 + 6. Finney Company 7. $12.99	n=2 Rating=2.5	• Twenty-three life-like cutouts feature people with tools of their trades. The cutouts show students the similarities and differences between people and their careers. • The paper figures can be used for decorating bulletin boards, for storytelling, and for games and activities.
1. ***Exploring Career Clusters: K-3*** 2. Oklahoma Department of Vocational and Technical Education 3. 1994 4. Video, Teacher's Guide, Poster; Job Cards 5. Grades K-3 6. Oklahoma Department of Vocational and Technical Education 7. $15.00 plus 10% sh/h; +8% for personal orders; $50 out of state	n=3 Rating=4.33	• This resource helps introduce students to career clusters through a video, colorful poster, and a teacher's guide. • The video introduces six career clusters: construction, personal service, business and office, education, health, and agriculture. • Games, job cards, job pages, and classroom activities are included in the teacher's guide.
1. ***How to...Career Activities for Every Classroom*** 2. Wisconsin Career Information System 3. 1997 4. Activity books 5. Grades K-3, (Grades 4-6, 7-9, and 10-12 also available) 6. O=Center on Education and Work 7. $79.00, K-3 level; $299.00, set of all four levels (other levels also priced separately)	n=4 Rating=4.25	• A series of four books containing hundreds of career development activities that have been developed by classroom teachers and counselors and updated to provide current instructional practices and resources. • Classroom activities are keyed to the National Career Development Guidelines and SCANS and are related to curricular areas such as reading, math, social studies, language arts, etc. • The activities are also related to Education for Employment standards, and Learner Outcomes. • Each student-centered lesson includes a detailed plan of teacher and student activities, which are based in the "real world" and support higher order thinking. Creative suggestions for curriculum integration, related school and home activities, sequenced lessons, and adaptation for students with special needs are also included with each lesson. • A separate set of activity masters is included with each book of student activity sheets. Fair use of this copyrighted material includes permission for teachers and counselors to make multiple copies of student activities for use in the school building for which the book was purchased.

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1. ***I Am A Star Posters*** 2. NA 3. NA 4. 12" X 18" posters 5. All ages 6. CFKR 7. $27.95	n=2 Rating=4.0	• These posters are designed to rovide positive reinforcement of self-esteem building skills. • This set of five posters features a cartoon character "STAR" who motivates students to improve self-esteem, communications, decision-making and goal setting. • Use these posters along with the ***Looking At Myself (LAM)*** product for visual response.
1. ***Implementing Career Education at the Elementary School Level*** 2. NA 3. 1990 4. Curriculum supplements 5. Elementary School 6. Instructional Materials Laboratory 7. $9.00, instructor guide	n=3 Rating=3.67	• This resource aids elementary school teachers in infusing career education into the ***Core Competencies/Key Skills*** curriculum, the ***Missouri Comprehensive Guidance Program*** and the ***Life Centered Career Education*** curriculum.
1. ***Improving Career Counseling Services: A Guide to Planning & Implementing Effective Career Development Programs for School-to-Work Transition*** 2. Judith Ettinger 3. 1995 4. 177-page book for administrators, teachers, and counselors 5. and postsecondary 6. O=Center on Education and Work 7. $29.50	n=4 Rating=4.0	• Extensive career development services are needed for all students if they are to effectively take advantage of the new school-to-work opportunities. This guide provides a comprehensive approach to planning and implementing K-12/postsecondary career services. • Topics covered in the guide include: - Understanding career development needs of youth - Defining school-to-work initiatives - A comprehensive model for career development services - Developmental guidance - The national Career Development Guidelines and Competencies - The role of information and career information systems - Career planning tools such as portfolios and career options planners - Community partnerships for career services - Planning a K-12 career development program - Developing a career counseling service action plan - Implementing a comprehensive career development program - Evaluating career programs

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1. ***Introducing Career Paths - Elementary Grades*** 2. NA 3. 1997 4. Student flier and poster 5. Elementary School 6. Instructional Materials Laboratory 7. $7.50, package of 30 fliers; $1.00 poster	n=1 Rating=4.0	• This resource provides an introductory look at career paths for K-4 students and their families. • A 3-color poster depicts the six career paths and how careers interact in a community setting.
1. ***It's Up To You*** 2. Oklahoma Department of Vocational and Technical Education 3. 1994 4. Video for parents of elementary students 5. Elementary School and Early Middle School parents 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $10.00 plus 10%sh/h in state; +8% for personal orders; $20.00 for out of state	n=3 Rating=4.33	• This six-minute video provide suggestions for parental involvement in children's career development. • The video also includes a reproducible brochure featuring tips for parents.
1. ***Job Jungle*** 2. CFKR: Laurie Barrows, Stories and Illustrations; Francis Ferry,(Ed.) 3. 1992 4. 32-page reusable student booklet; class set and teaching aid kit; posters and mini-posters (Specimen sets available) 5. Elementary and Middle School 6. CFKR, D=JIST Works, Inc. 7. $7.95 each, student booklet; $12.95 teaching aid kit; $110, class set and teaching aid kit; $13.00 specimen set; $11.95, set of 9 mini-posters; $59.95, set of 9 full-color posters	n=3 Rating=4.33	• A cast of animals completing various job duties is colorfully illustrated. • Students hear about Bear, Hippo, Bat, and many others. Through these characters, students learn about work ethics, self-worth, and getting along with others. • A wide range of occupations shows students different aspects of the world of work. • Teaching aids follow the 12 stories and include suggested activities.

1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	RATINGS BY PRACTITIONERS AND NUMBER OF RESPONDENTS (n) WHO RATED THE RESOURCE 5=Excellent 4=Good 3=Average 2=Poor 1=Very poor	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
1. ***JOB-O E*** 2. CFKR; Roberta Kauk, Art Work 3. 1993 4. Student booklet and answer folder 5. Elemenatary School 6. CFKR, Education Associates, Inc., JIST Works, Inc., Wintergreen Orchard House, Inc. 7. $47.00, set of 25 booklets & 25 answer folders; $12.00, set of 25 answer folders; $38.00, set of 100 answer folders	n=5 Rating=4.17	• This program provides students an opportunity to become aware of occupational titles in six occupational groups. • Students will be able to identify vocabulary used when discussing careers and become familiar with the information associated with occupation planning. • ***JOB-O E*** helps students become aware of their work interests and how their interests relate to the activities of an occupation. • Students create a career plan, identify their special talents and abilities, locate career information, and consider work ethics.
1. ***Just Me and Busy People*** 2. St. Louis Public Schools 3. 1996 4. Teacher materials, activity book 5. Pre-K - Kindergarten 6. O=Center on Education and Work 7. $35.00	n=1 Rating=4.0	• These activities are designed to developmentally introduce pre-schoolers to self and career awareness. • This stand alone book also serves as part of sequential career education program for pre-K through grade 12. • Three units explore self-concept, cooperation with others, and learning about neighborhood and community workers. • The K-12 series of classroom activities was developed by St. Louis Public Schools.
1. ***Me and My Tomorrow*** 2. St. Louis Public Schools 3. 1990 4. Teacher's materials, activity book 5. Grades K-3 6. 0=Center on Education and Work 7. $35.00	n=1 Rating=5.0	• This book represents the dual focus of self and career awareness that are major components of career education. Career education is viewed as part of the development of the total person. • This stand alone book is also part of a sequential career education program for pre-K through grade 12. • This resource contains activities for developing self-awareness; learning about home and family, school and friends, community and neighbors; and beginning to plan for the future. • The K-12 series of classroom activities was developed by St. Louis Public Schools.
1. ***Meet Dez*** 2. Wintergreen Orchard House, Inc. 3. NA 4. 25" X 39" color poster 5. Grade 3-7 6. O=Wintergreen Orchard House, Inc. 7. $5.95 each; $4.95 each for 10+ posters	n=2 Rating=4.0	• This poster introduces Dez the Dawg, star of the ***Next Generation Career Series***, to students. • The poster promotes ***Career-O-Ram-A*** and the related career program materials.

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1. ***Multi-Ethnic Occupations & Careers, Set 1, 2, 3, 4*** 2. NA 3. NA 4. 4 sets of puzzle, 8 in each set 5. Ages 4-7 6. Education ConnecXtion 7. $72.99	n=0 Not rated	• Wooden puzzles portray occupations in a multi-ethnic way. Sets vary with craft workers, professionals, business people, etc.
1. ***My Goal Map*** 2. NA 3. NA 4. 16" X 20" laminated poster with coloring pens 5. All ages 6. CFKR 7. $12.95, single map; $15.95, set of 25 mini-posters	n=1 Rating=3.0	• This interactive, reusable poster engages students in a nine-step process illuminating the steps necessary to meet goals. • ***My Goal Map*** is laminated and comes with three coloring pens. • The map is also available in sets of non-laminated 11" X 15" mini-posters for students to take home.

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1. ***Next Generation Career Series Curriculum*** 2. Wintergreen/Orchard House, Inc. 3. 1996 4. Multimedia CD-ROM software, workbooks, career reference books, posters, and teacher's guide 5. Grades 3-7 6. Wintergreen Orchard House, Inc. 7. $19.95 teacher's guide; $15.95 each for 10+ copies; see prices for other individual components listed	n=3 Rating=4.33	***The Next Generation Series*** includes the following resources: • ***Career-O-Ram-A*** - A multimedia CD-ROM program showing people in 140 different careers, a career quiz in a game show format, and a simple interest assessment referencing career clusters. • ***People at Work*** - Descriptions of over 450 careers written at a 3rd grade reading level. Descriptions include what they do, where they work, what they like about their jobs, salary, outlook, educational requirements, related school subjects, occupational cluster interest activities, and addresses to write for further information. • ***Career Adventures*** - A personal workbook to develop students' career awareness in the intermediate grades. It includes a student Travel Log as a separate portfolio to use for permanent individual career planning documentation. • ***Meet Dez Poster*** - Shows Dez the Dawg in full color with 12 career clusters and the 140 careers from ***Career-O-Ram-A***. • ***Next Generation Teacher's Guide*** - Includes detailed lessons for using the entire curriculum series in a variety of setting with students of different abilities. • ***Career Caravan*** - Workbooks with additional activities to explore careers through individual, small, group and class projects. Contains both in- and out-of-school activities.
1. ***Parent Career Development Files*** 2. CETA , Inc. 3. 1996 4. Portfolios and instructions 5. Grades K-3 (Grades 4-6, 7-9, and 9-12 also available) 6. Career Education & Training Associates, Inc. (CETA/OSU) 7. $9.00 for 30	n=1 Rating=3.00	• These parent career files were developed to be used in conjunction with COPP materials. • These career development files allow parents to participate fully in their child's career planning. A full set of instructions is included for each grade level. • These files were developed as a project for PTAs and PTOs to engage parents in school to work.

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1. ***Pathways*** 2. ACE Consortium 3. NA 4. Curriculum guide and 60-minute video, 5 12-minute programs 5. Elementary and Middle School 6. JIST Works, Inc. 7. $99.00	n=2 Rating=3.50	• Rhymes and graphics in this fast-paced action video bring career information to life. • Children interact with Professor Horace (a puppet) and William Tell (a talking computer) to help gain an awareness of the world of work. • Students can learn about jobs in several fields and watch the people at work. In each field workers describe their job duties, tell why they chose this occupation, introduce the equipment, and mention the education required for the job.
1. ***Pathways*** 2. NA 3. NA 4. 45-minute video 5. Grades 3-6 6. JIST Works, Inc. 7. $89.00	n=1 Rating=3.00	• This video is designed to help children learn about jobs in 27 career fields. • In each field, a worker describes his or her job duties, tells why he/she chose the occupation, shows the equipment used, and mentions the education required for the job.
1. ***People at Work*** 2. Wintergreen/Orchard House, Inc. 3. 1996 4. 500-page book for students 5. Grades 3-7 6. O=Wintergreen Orchard House, Inc.; D=American Guidance Service, Inc., JIST Works, Inc. 7. $24.95	n=5 Rating=4.20	• Written as first-person narratives, the job descriptions in ***People at Work*** present career information on over 450 occupations. Each worker tells students a story about what it's really like to have a job. The stories are designed to present detailed career information in an entertaining and amusing way. • This guidebook is organized into twelve occupational clusters and uses the latest U. S. Department of Labor data and statistics. ***People at Work*** presents information in a graphic format suitable for children. • The book addresses gender equity by showing photographs of both men and women for every occupation. Minorities are represented throughout on jobs that require a variety of educational levels.

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1. ***Positive Messages*** 2. NA 3. NA 4. Buttons, stickers, wall charts, wall cards, mini-posters 5. All ages 6. CFKR 7. $2.00 buttons, $9.00 stickers, $5.00 mini-posters,$ 3.00 wall cards	n=2 Rating=3.50	• ***Positive Messages*** are available in a variety of formats.
1. ***Skill-Based Job Family Matrix Poster*** 2. NA 3. NA 4. X 17" colored poster 5. All ages 6. CFKR 7. $4.95	n=2 Rating=4.00	• This poster, designed to start students toward an educational plan, depicts 14 job families and the educational and training requirements needed to advance within various families. • The poster visually shows the ability of people to change careers based on the education they have acquired.
1. ***Student Styles Questionnaire (SSQ)*** 2. Thomas Oakland, Joseph J. Glutting, and Connie P. Horton 3. NA 4. Software or booklets 5. Grades 3-12 6. Psychological Assessment Resources, Inc. (PAR) 7. $80.00, Starter Kit; $59.00, SSQ Manual; $28.00, package of 25 SSQ ready-score answer documents; $53.00, package of 25 question booklets; $15.00 SSQ record forms; $91.00, SSQ Windows Kit, user's guide, package of 25 record forms	n=0 Not rated	• Patterned after the Jungian constructs popularized by Myers & Briggs personality scales for adults, the Student Styles Questionnaire (SSQ) evaluates students using four scales: Extroverted/Introverted, Thinking/Feeling, Practical/Imaginative, Organized/Flexible. • In 30 minutes or less, students can have an enhanced look at those qualities that make each student a unique individual. • The SSQ's 69 questions are all based on real life situations, so students can relate to the believable scenarios. • Validity studies show SSQ results are independent of a student's intelligence and achievement level. • SSQ results provide information for teaching, encouraging, and motivating students and helping them plan for the future. **Software:** • The software provides individualized interpretive reports for the child or adolescent and the professional. The Classroom Application Booklet (included in the hand-scorable starter kit and also available for purchase separately) is a rich information resource. It describes various classroom applications, including learning style issues, teaching/learning strategies, and behavior issues for each style.

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1. ***That's Me! Map*** 2. NA 3. NA 4. 18" X 24" poster 5. All ages 6. CFKR 7. $12.95, single map; $15.95, set of 25 mini-posters	n=2 Rating=4.50	• This laminated poster is designed to help students focus on the positive and to promote self-esteem. • Children write and draw about themselves on the poster, wipe it off, and reuse it. • ***That's Me Map*** comes with three coloring pens. • This resource is also available in non-laminated 11" X 15" mini-posters for students to take home and share with their parents.
1. ***Walkabout™*** 2. Enter Here LLC 3. 1997 4. Series of three videos (math, science, and language arts) that explore the relationship between the world of the classroom and the world of work 5. K-2 (Grades 3-5 and 6-8 also available) 6. Enter Here LLC 7. Series of three - $150.00; each video - $50.00	n=1 Rating=4.00	• A "walkabout" in Australian Aboriginal culture is an exploratory journey toward adulthood. This series helps young people explore their expanding worlds. • These curriculum-based videos from Enter Here bridge the gap between work and school by helping students to see the connections between what they are learning in the classroom and the exciting world of work--by helping students answer the questions beginning "Why do I need to study_____?" • The narrator/guide is an animated character named Zolt, who comes from outer space. • Stand-alone print material will be available in 1998.
1. ***Zing and Tyke - Little Tykes Coloring Book*** 2. CFKR: Janice Allen, Project Director 3. 1996 4. Coloring book 5. Primary and Elementary School 6. CFKR, D=JIST Works, Inc. 7. $40.95, set of 35 booklets (JIST price)	n=2 Rating=4.00	• The ***Little Tykes Coloring Book*** was created to provide career information to primary students. The information includes fourteen job families and their various occupational duties, along with education requirements, so that the students can begin to understand what will be expected of them in the future. • ***Little Tykes*** uses coloring and other activities in a consumable coloring booklet to introduce and explore the new ***Skills-Based Job Family Matrix***.

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GRADES 4-6 RESOURCE MATERIALS

1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	RATINGS BY PRACTITIONERS AND NUMBER OF RESPONDENTS (n) WHO RATED THE RESOURCE 5=Excellent 4=Good 3=Average 2=Poor 1=Very poor	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
1. ***A First Look At Careers*** 2. Meridian Education Corporation 3. 1991 4. Video set 5. Grades 3-8 6. Meridian Education Corporation; D=American Guidance Service, Inc., Center on Education and Work, CFKR 7. $95.00	n=3 Rating=4.00	• This two-part video set brings some of our "Dictionary People" to life as we sample occupations from airline pilot to zoologist, with animation and live action footage. • Students will get a taste of the many choices they will have some day for an occupation. The key concept of these video programs is to assist students in developing investigative skills related to potential career paths, and to expand their awareness of career areas (broad sets of occupations within which all jobs can be classified). • The two program set should be used in close conjunction with the ***Children's Dictionary of Occupations***. In this publication, the teacher will find additional information and activities from which to initiate classroom project.
1. ***All About Me*** 2. St. Louis Public Schools 3. Reprinted 1993 4. Teacher materials and activities 5. Grade 5 6. O=Center on Education and Work 7. $35.00	n=4 Rating=3.75	• This book contains five units of activities to help student gain a healthy sense of self and assist them in learning to appreciate those unique characteristics which they possess. • This stand alone book is also part of a sequential career education program for pre-K through grade 12. • In the Appendix, writers include exercises which introduce the U. S. Department of Labor's 15 occupational clusters; career/community resource information and services provided through career education. • This K-12 series of classroom activities was developed by St. Louis Public Schools.

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1. ***American Careers for Kids (ACK!)*** 2. Career Communications, Inc. 3. NA 4. Magazine, activity book, teacher's guide 5. Elementary School and Middle School 6. O=Career Communications, Inc.; D=Instructional Materials Laboratory 7. $178.50 for classroom set (30 student publications, 30 student activity books, 1 teacher's guide)	n=3 Rating=4.67	• This three-part program helps 4th and 5th grade student explore careers. It also gives teachers material that can be integrated with language arts, math, science, and social studies curricula. • The ***ACK!*** magazine promotes awareness of six basic career paths and their related occupations. • The ***ACK!***tivity book helps build academic skills and abilities related to critical thinking, problem solving, decision-making and goal-setting. • The ***ACK!***Teacher's guide is filled with classroom ideas that link "school work" with "real work." • the ***ACK!*** assessment tool provides two options, either of which can be used to assess learning. Both options were develped using an authentic assessment approach. • A classroom set includes 30 full-color student resource, 30 student activity books, and 1 teacher guide.
1. ***Authentic Connections to the Real World (Grades Pre-K and Grades 6-8)*** 2. NA 3. 1993 4. Activity book 5. Grades Pre-K and Grades 6-8 6. Home Economics Curriculum Center at Texas Tech University 7. $15.00	n=2 Rating=3.00	• PreK-5 level cotains over fifty activites developed by elementary school teachers, counselors, business and industry representative, and parents from Goose Creek CISD. This reource addresses SCANS competencies by focusing on real-world application of instructional objectives. Each activity stimulates the application of knowledge and skills in a specific career or career pathway. Mathematics, language arts, science, and social studeies activities are included. • Grade 6-8 level includes over fifty activities developed for use in grades 6-8. It addresses SCANS competencies by focusing on real-world application of instructional objectives. The activities assist students in personal and career investigation. Mathematics, language arts, science, and social studies activities are included.
1. ***Broadening Your Horizons: Career Planning in the Trades for Girls and Young Women*** 2. Sarah Hendon (Ed.) 3. 1996 4. Curriculum guide, two modules and seven competencies 5. Pre-teen and teen girls+ 6. O=Center on Education and Work 7. $36.00	n=1 Rating=4.00	• This guide is designed to encourage girls and young women--particularly teen parents and other at-risk youth--to consider higher-paying jobs in the skilled trades as a viable career option. • Although it can be used with both males and females, it was designed to address issues that girls and young women face in considering nontraditional careers, specifically those in the skilled trades. • It provides an opportunity for girls and young women to receive exposure and experience related to skilled trades not usually available to them.

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1. ***Career Adventures*** 2. Norene Lindsay 3. 1996 4. 88-page student workbook plus 4 page student portfolio, teacher's guide 5. Grades 3-7 6. Wintergreen Orchard House, Inc.; D=American Guidance Service, Inc. 7. $49.95, set of 10 workbooks (10+ sets @ $39.95	n=4 Rating=4.00	• Students examine their academic interests, their leisure activities, their work habits, their "people" skills and interests, and their values to find career areas that match the whole person. • Activities emphasize the connection between school and work. Academic preparation/development and awareness of personal interests is presented as a continuum--moving from school to careers. • The four parts of the workbook can be used independently or sequentially: 1) Twelve Career Clusters, 2) Other Roads to Travel, 3) Building Bridges from School to Work, and 4) Making Travel Plans. • A student portfolio is included for students to record what they've learned about their career interests.
1. ***Career Awareness for Marketing Activities and Entrepreneur Unit*** 2. Oklahoma Department of Vocational and Technical Education 3. 1995 4. Teacher materials 5. Grades 4-6 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $2.00 plus sh/ h; +8% for personal orders; $5.00 out of state	n=2 Rating=4.00	• The focus of this document is on career awareness for marketing and the infusion of marketing principles at the elementary level. • It covers basic marketing functions including distribution, market information, promotion, purchasing and pricing, and risk management. • It also includes classroom activities for promoting awareness of careers in marketing.

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1. ***Career Basics: An Integrated Approach to Career Exploration and Workplace Skill Development*** 2. Kevin G. Kuckkan 3. 1996 4. Book of classroom activities 5. Grades 5-12 6. D=Center on Education and Work 7. $17.95	n=4 Rating=3.75	• Designed to help fifth through twelfth grade teachers integrate school-to-work basic career skill application concepts into their classrooms, ***Career Basics*** closely examines career exploration concepts by helping students determine specific steps they will need to consider and skills they will need to sharpen to attain their career goals. • Some of the topics explored in ***Career Basics*** include resume/cover letter writing, interview skills and preparation, writing the components of a business plan, product development, business ethics, and even a section on setting up and running a classroom enterprise. • All of the classroom-tested activities are motivational and are easily matched to a variety of curricular areas and ability levels. • This manual also includes an extensive list of over 90 key terms and definitions used in the career world and a World Wide Web directory of over 150 useful sites to help guide students and staff to career-related information in cyberspace.
1. ***Career Capers*** 2. Mary Landis Maloney 3. NA 4. Activity booklet 5. Grades 3-7 6. Wintergreen Orchard House, Inc. 7. $10.95	n=2 Rating=3.50	• This resource develops career awareness. • The guide includes handouts for notebooks, demonstrations, and Career Days. • The text is useful in social studies, language arts, and science projects. • The activities meet NCDG competencies 4, 5, 6, and 7.
1. ***Career Caravan*** 2. Norene Lindsay 3. 1995 4. Student activity book 5. Grades 3-7 6. Wintergreen Orchard House, Inc.; D=American Guidance Service, Inc. 7. $29.95, set of 10 workbooks	n=6 Rating=4.00	• Students take concepts into the "real" world of work. • Activities include interviewing or talking with parent(s) or other adult workers to apply career concepts learned in ***Career Adventures*** to the adult's job. Students explore and learn about career resources and jobs in their community. • Activities are organized to correspond to and reference the four parts of ***Career Adventures*** and can be used in conjunction with ***Career-O-Ram-A*** and ***People at Work***. The Teacher's Guide connects activities to the appropriate lesson in Career Adventures. All activities are coded.

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1. ***Career Day Planning Guide*** 2. St. Louis Public Schools 3. 1994 4. Teacher materials, activity book 5. Grades K-12 6. O=Center on Education and Work 7. $35.00	n=1 Rating=4.00	• This resource serves as a guide to planning career days and includes guidelines, models, activities, and forms.
1. ***Career Development Activity Book*** 2. Oklahoma Department of Vocational and Technical Education 3. 1994 4. Activity book 5. Grades K-6 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $2.00 plus 10% sh/h; +8% for personal orders; $10 out of state	n=3 Rating=4.67	• This resource assists with career infusion. • Each activity in the book has been written to meet one of the National Career Development Guidelines. All 12 guidelines are covered. In addition, these activities also address the Oklahoma Student Learner Outcomes in language arts, science, social studies, and math.
1. ***Career Development Implementation Handbook*** 2. Lorna J. Harrison 3. NA 4. Resource manual 5. Grades K-12 6. Texas Education Agency 7. NA	n=1 Rating=3.00	• The ***Career Development Implementation Handbook*** was created to provide teachers and counselors with the tools they need to establish a career development guidance program within a school's established comprehensive guidance program in order to help students become informed decision makers in their own career development. • The content of the ***Career Development Implementation Handbook*** is based on the ***Texas Comprehensive Guidance Program***, ***National Career Development Guidelines***, ***SCANS***, Texas Education Agency publications, and ***GOALS 2000***. • The handbook includes sections on elementary and middle school guidance activities and provide sample activities and resource materials.

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1. ***Career Discovery Encyclopedia*** 2. NA 3. NA 4. Six-volume set of books, student activity books 5. Elementary and Middle School; Activity Books for Grades 7-8 (also available for Grade 5-6) 6. CFKR, D=New Careers Center 7. $119.95, set of 6 books; $14.95, set of 10 activity books	n=4 Rating=3.25	• This set includes over 500 occupations to research and explore. • The occupational information is provided in articles which give descriptions of the job, level of education or training required, salary, and ways to get more information. • The articles are written at a level of understanding students will be comfortable reading. • The information can be accessed by the table of contents, occupational cluster identification symbols, cross referencing, index, and alphabetical arrangement of articles. • The encyclopedia can be used in career centers, counseling, offices, and classrooms as a research tool and reference source. • Blackline masters provide easy-to-use, high-interest activities that reinforce the career information from the ***Encyclopedia***. • Available for two age groups.
1. ***Career Explorers*** 2. NA 3. NA 4. Game 5. Grades 2-6 6. O=Career Explorers; D=American Vocational Association, Center on Education and Work, Career Research and Testing, Inc., JIST Works, Inc., Wintergreen Orchard House, Inc. 7. $44.95	n=4 Rating=4.00	• This board game was developed for classroom introduction of career awareness and exploration concepts. The object of the game is to collect the skills necessary to perform a chosen occupation. • Up to six players can play at one time. • Lesson plans explain how to categorize the occupations according to Holland's codes.

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1. ***Career Explosion Bulletin Boards*** 2. Public Information Office/Oklahoma Department of Vocational and Technical Education 3. 1994 4. Bulletin board materials 5. Grades 5-8 6. Public Information Office; D=Oklahoma Department of Vocational and Technical Education 7. $4.00 plus sh/h; +8% for personal orders; $4 out of state	n=4 Rating=4.25	• The ***Career Explosion Bulletin Board*** introduces students to vocational education. • It includes pictures of 10 vocational clusters, description cards, and activities designed to boost student interest in vocational careers.
1. ***Career Gateways*** 2. CFKR; Marty Sabich, Project Developer 3. 1997 4. Student booklets and answer folders 5. Elementary School 6. CFKR 7. TBD, set of 25 booklets	n=3 Rating=3.33	• ***Career Gateways*** is designed for students to focus on their interests, career exploration skills, and career planning skills. • Students will become more familiar with the ***Skills-based Job Family Matrix*** and the skill and ability requirements associated with a job family. • ***Career Gateways*** helps students develop the skills required to. locate, understand, and use career information to plan for a career; identify education and training for various careers; identify personal interests, ethics, and values to formulate a work ethic; and begin development of an individualized career plan. • ***Career Gateways*** involves students in their future goal planning and is a self-directed program in which the teacher can offer guidance only when needed by the student. • Related materials include the ***Skills-Based Job Family Matrix Poster.***

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1. ***Career Options Planning Materials for 6th -9th*** 2. Wisconsin Career Information System 3. 1994 4. Teacher's guide and student activities organized by units; portfolio 5. Grade 6-9 6. O=Center on Education and Work; D=American Vocational Association, Wintergreen Orchard House, Inc. 7. $39.00 for each grade level, set of 30	n=3 Rating=4.00	• This set of material includes student activities designed to help the classroom teacher deliver lessons on career development. • Each activity begins with instructions for the teacher, and activities are grouped by units. • Each unit includes at least one activity worksheet to be placed in the student's ***Career Options Portfolio.***
1. ***Career Orientation Planning Profile (COPP)*** 2. National Guidance Consortium 3. 1995 4. Student and parent information sets 5. Elementary School (Grades 7-9 and 9-12 also available) 6. CETA/OSU 7. $9.00, Parent Information File, Grades K-3, set of 30; Student Career File, Grades 4-6, set of 30; Parent Information File, Grades 4-6, set of 30	n=4 Rating=3.50	• Parent Information File provides ideas and suggestions that help parents assist children to prepare for the world in which they must live. The File is designed to assimilate information and provide suggestions and ideas. • The Student Career File includes a Worksheet and a Portfolio that help students in grades 4-6 to begin to explore and investigate careers in a formal but fun way. • Middle and high school materials are also available.
1. ***Career Scouts*** 2. NA 3. NA 4. Student booklets 5. Primary and Elementary School 6. CFKR 7. $40.95, Set of 25 booklets	n=1 Rating=3.00	• ***Career Scouts*** introduces the students to the basic concepts and language of the work world and gives them the skills needed to begin their planning process for a career. • ***Career Scouts*** helps students develop the skills necessary to accomplish these directives: exhibit respect for self and others; identify levels of educational preparation; identify different occupations; and identify different skills-based job families. • ***Career Scouts*** uses the ***Occupational Outlook Handbook***, the ***Crosswalk Matrix***, and the ***Skill-Based Job Family Matrix*** as its source of viable information.

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1. ***Career Search TLA*** 2. Oklahoma Department of Vocational and Technical Education 3. 1996 4. Student edition book 5. Grades 6-10 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $5.00 plus sh/h for teacher's edition; $5.00 plus sh/h for student's edition; +8% for personal orders; Teacher's edition $27 out of state; Student edition $16 out of state	n=1 Rating=4.00	• This book enables students to explore approximately 300 separate jobs. • Readers can use the information to make wise career and educational decisions. In a structured format, the ***Career Search TLA*** encompasses eight days of exploratory activities using ***Career Search*** software. Technology Education has developed several TLAs, all within the eight-day format. All TLAs have a career component dealing with the specific technologies covered within that TLA.
1. ***Career Talk*** 2. Oklahoma Department of Vocational and Technical Education 3. 1996 4. Video 5. Grades 6-8 6. Oklahoma Department of Vocational and Technical Education 7. $10 plus 10% sh/h; +8% for personal orders; $20 out of state	n=1 Rating=4.00	• This seven-minute video shows 6th-8th graders talking about their career plans. • The video is divided into three sections: career plans, importance of school, and plans of study. • This video introduces students to the importance of career planning and how it affects their future.
1. ***Career Trek*** 2. NA 3. NA 4. Software and related resources 5. Grades 4-6 6. D=JIST Works, Inc. 7. $425.00, Mac and IBM/Compatible	n=2 Rating=4.00	• ***Career Trek*** teaches relationships between occupations and personal interests, occupations and abilities, and occupations and other qualifications. • ***Career Trek*** is a complete career awareness program for the 4th-6th grades that meets ***National Career Development Guidelines***. • The package includes: - ***Career Trek Card Sort Deck*** - ***Career Trek Computer Career Information System*** - ***Teacher's Guide with 30 reproducible classroom activities*** - ***Young Person's Occupational Outlook Handbook***

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1. ***Career Video Tour for Elementary School Student Series*** 2. NA 3. NA 4. Five-video series 5. Grade 3-6 6. JIST Works, Inc. 7. $395.00, set of 5 videos	n=2 Rating=3.00	• This five-video series gives an overview of career opportunities in five fields: professional specialties, business professions, health related careers, careers in the arts, and science and environmental careers. • These videos are geared to keep the interest and attention of elementary school students.
1. ***Career Video Tours*** 2. NA 3. NA 4. Set of 5 15-minute videos 5. Elementary School (Middle School set also available) 6. Academy Productions; D=CFKR, Education Associates, Inc., JIST Works, Inc. 7. Each $49.95; $239.95, complete set of 5	n=1 Rating=4.00	• A new video series with a new concept: elementary and middle school age students interview real people in real professions in their actual work environments. • The videos move through a variety of professions. • Career decision making information is given on three major job groups is given and a total of 46 specific jobs with excellent employment opportunities into the 21st century. • The elementary version is fifteen minutes; middle school version is twenty five minutes per video.
1. ***Career Workbook*** 2. NA 3. NA 4. Activity booklet 5. Grades 3-5 6. Wintergreen Orchard House, Inc. 7. $8.95	n=3 Rating=3.67	• This resource includes reproducible activities for a career awareness unit. • The guide includes activities involving reading, math, writing, study skills, self awareness, and career clusters. • Students can make a "career contract" with themselves and learn research skills including career interviews with working adults. • The activities meet NCDG competencies 4 and 6.

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1. ***Career-O-Ram-A*** 2. Wintergreen/ Orchard House, Inc. 3. 1995 4. Interactive multimedia CD-ROM 5. Grades 3-7, plus special populations 6. O=Wintergreen Orchard House, Inc.; D=American Guidance Service, Inc. 7. $299.95 for IBM and MAC, discount available on purchase of 5 or more copies	n=5 Rating=4.40	• ***Career-O-Ram-A*** combines animation, photography, voice interviews, and music to produce an attention-getting learning tool. • Students can explore more than 140 different careers to help Dex find the perfect job. • Students click on photographs of actual workers and professionals to learn the specifics of a career. Students both see and hear what the person does at work. The text brings workers to life as they describe exactly what they do for a living and what it is that they like about their jobs. Suggested school subjects, salary, educational requirements and outlook information are shown in an easy to understand graphic format and presented in terms a 3rd grader can understand. • ***Career-0-Ram-A*** separates the organized occupations into twelve clusters covering occupations at all educational levels in the U. S. labor market. • Students can use ***Career-O-Ram-A*** tool kids on their own. The program is completely student-driven, letting exploration happen in any order.

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1. ***Careers in Action (Elementary Career Awareness System)*** 2. Education Associates, Inc. 3. NA 4. Instructor's notes, student instructions, materials and tools (packaged in portable cases for transportability and security) and other related resources 5. Grades K-5 (Middle School and High School materials also available) 6. Education Associates, Inc. 7. All 10 elementary titles - $3695.00; any 5 elementary titles - $1975.00	n=2 Rating=4.50	• Part of the School-To-Work Transition Plan, the Elementary Career Awareness System is a series of 10 hands-on kits designed to provide elementary students with an awareness of career clusters, typical job tasks performed, the tools needed to do the job and the training required. Through individual and group activities, student will follow instructions and perform hands-on tasks. Writing activities and community/parent involvement are incorporated in the kits. • The 10 kits include: Let's Discover Travel, Tourism, and Hospitality; Let's Discover Mechanics, Installers, and Repairers; Let's Discover Engineering Technology; Let's Discover Construction; Let's Discover Medical Careers; Let's Discover Creative Arts; Let's Discover Medical Careers; Let's Discover Creative Arts; Let's Discover Nature's Resources; Let's Discover Human Services; Let's Discover The World of Business; and Let's Discover Public Services. Upcoming 1998 titles include: Transportation, Science and Math; Consumer Technology; Manufacturing and Production Technology; and Communications Technology. • These materials highlight: - Series of hands-on activities for elementary career awareness - Information about career clusters - Opportunities for students to use real tools of the trade. - Opportunities for students to perform typical job tasks of the occupation. - Self-contained kits complete with materials needed to perform activities. - Writing activities and community involvement incorporated into the activities - Training for professional development • Developed by a national School-To-Work technical expert and the past Elementary Vice President of the American School Counselor Association, Careers in Actions is correlated to School-to-Work requirements and NOICC career development guidelines.
1. ***Careers in Action Poster Pak*** 2. R. Scott Jones 3. 1997 4. Poster Set 5. Grades 4-12 6. O=Meridian Education Corporation, D=Wintergreen Orchard House, Inc. 7. $98.00 (set of 36)	n=3 Rating=3.67	• This packet includes 36 illustrated 17"X22" full color posters. • Job-related information includes the nature of the work, working conditions, training/education, earnings, employment outlook, and related occupations. • Every title has been carefully selected to give the greatest job variations possible based on the career clusters in the ***Occupational Outlook Handbook***. • These posters can be displayed in the library, the classroom, and the guidance center and can be used for special projects and career days, or to generate interest any time. • The packet includes a Teacher's Guide.

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1. ***Careers in Action Poster Pak II...The Professionals*** 2. R. Scott Jones 3. 1998 4. Poster Set 5. Grades 4-12 6. O=Meridian Education Corporation, D=Wintergreen Orchard House, Inc 7. $69.00 (set of 18)	n=0 Not rated	• This packet focuses on the Professional Specialty Occupations covered in the ***Occupational Outlook Handbook***. • 18 separate occupations are beautifully illustrated on 17"X22" full color posters • The packet includes job-related information: nature of the work, working conditions, training/education, earnings, employment outlook and related occupations. • Each title has been carefully selected to give the greatest job variations possible. • It includes a teacher's guide with additional information and activities • Minority and ethnic groups are represented as well as male and females in nontraditional roles.
1. ***Careers in Math: From Astronauts to Architects*** 2. HRM Video 3. NA 4. Video kit 5. Grade 5-9 6. HRM Video 7. $175.00	n=2 Rating=4.50	• In this video, students are taken on a tour through careers where they can see professionals using math on the job. • The video attempts to blast the myth that mathematics has no purpose outside the classroom. Two student hosts, looking to find an occupation that does not require math skills, see how number sense, critical thinking, and reasoning skills are essential in just about every walk of life. Art, cooking, even cosmetology are just some of the fields in which students will see math in action. • The video also delves deeper into the mathematical applications that arise in high-interest careers, such as fire fighting, computer game programming, and environmental engineering. • When the video is over, follow up activities capitalize on student interest by inviting them to assume the role of real-world professionals. Students work together to solve a variety of on-the- job problems, such as planning a menu for their own restaurant, or finding the quickest route to a fire. Worksheets are designed to help students use a variety of creative-solution strategies. Students will gain understanding of how algebra and geometry are applied to real-life situations, as well as new insight into their own potential.

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1. ***Children's Dictionary of Occupations (CDOT), 2nd Edition*** 2. William E. Hopke and Barbara M. Parramore 3. 1992 4. 130-page book with color illustrations and descriptions 5. Elementary School 6. Meridian Education Corporation; D= American Guidance Services, Inc., CFKR 7. $12.95	n=7 Rating=4.43	• This book introduces children to the world of work and the variety of occupations available. • Nearly 300 occupations are included and represent about 90% of the jobs in the United States. • A special section highlights beginning jobs that are often held by teenagers, such as baby-sitter, camp counselor, etc. • Occupational titles are indexed to the Department of Labor's 12 Career Area Classifications. • Each description explains occupational tasks, tools and equipment used, work environments, and special requirements.
1. ***Children's Dictionary of Occupations Activities*** 2. William E. Hopke & Barbara M. Parramore 3. 1992 4. Reproducible black line masters 5. Grades 3-4, Grades 5-6 6. Meridian Education Corporation 7. $12.95, package of 20 activities	n=3 Rating=4.33	• Kids are taught to understand their career interests and opportunities with twenty black line master activities. • The masters are fully reproducible and are available in two grade levels. • These can be used as a classroom assignment or as homework for any curriculum area.
1. ***Children's Dictionary of Occupations Activities*** 2. William E. Hopke & Barbara M. Parramore 3. 1992 4. Reproducible black line masters 5. Grades 3-4, Grades 5-6 6. O=Meridian Education Corporation; D=Center on Education and Work, CFKR 7. $12.95, package of 20 activities	n=2 Rating=4.00	• Kids are taught to understand their career interests and opportunities with twenty black line master activities. • The masters are fully reproducible and are available in two grade levels. • These can be used as a classroom assignment or as homework for any curriculum area.

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1. ***Children's Dictionary of Occupations CD-ROM*** 2. William E. Hopke & Barbara M. Parramore 3. 1997 4. CD-ROM 5. Grades 2-6 6. O=Meridian Education Corporation; D= Center on Education and Work, CFKR, JIST Works, Inc. 7. $89.00	n=2 Rating=4.00	• Children's Dictionary of Occupations is now available on CD ROM. • Containing all of the text of the book, plus animation and live action video, this CD-ROM lets kids take interactive visits to dozens of offices and work sites. • The disc is fully narrated, so even children with undeveloped reading skills can learn facts about the job market. • Once kids find a career of interest, The Children's Dictionary of Occupations CD-ROM lets them print out a full description.
1. ***Children's DOT Poster*** 2. NA 3. NA 4. X 37" 4-color poster 5. Elementary School 6. CFKR 7. $9.95	n=3 Rating=4.00	• This poster provides a panorama of occupations and includes activities to foster discussion and student participation.

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1. ***Children's Occupational Outlook Handbook (COOH)*** 2. Linda Schwartz and Toni Wolfgang 3. 1996 4. Soft cover book, 229 pages; software available 5. Elementary School 6. American Guidance Services, Inc., CFKR, Education Associates, Inc. 7. $16.95 ea., 1-9 soft cover copies; $14.95 10+ soft cover copies 8. Software: $89.95	n=0 Not rated	• The **COOH** lists over 200 occupations and serves as a resource book for classrooms or school library. • **COOH** includes sections such as "Places to Observe" and "Getting Ready," which are designed to help students begin preparing for careers of the future. • Activities include unscrambling words, and completing word searches and other fun puzzles. • Listings available in the handbook include: Job Description, Level of Training and Education, Related Jobs, Working Conditions, and Where to Get More Information. • **COOH** Activities help students understand occupational verbiage and what will be expected of them when they begin their career search. • Complete sets of activities include lesson plans, preparational strategies, key points, and reproducible activities sheets. **Software:** • All of the information provided by the ***COOH*** book has been placed in an easy-to-use computerized program. • The database contains over 200 additional occupations and corresponds directly with the book's information. • Information is presented in a tic-tac-toe game-like format, the results of which can be produced as a computerized printout.
1. ***Choices, Jr.*** 2. Careerware 3. NA 4. Software 5. Grades 4 + 6. Career Ware; D=Chronicle Guidance Publications, JIST Works, Inc. 7. $395.00, MAC and IBM versions	n=6 Rating=3.67	• This software program deals with career awareness issues--how personal needs, abilities, attitudes, and expectations impact on career alternatives; how career decisions impact on people's lives; and the importance of making well-informed decisions. • 3,500 occupation profiles are organized into 20 career fields and 250 occupational groups, and each profile includes description, interests, education required, personality types, working conditions, related school subjects, abilities.

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1. ***COIN CLUE*** 2. Rod Durgen 3. 1997 4. Career awareness and assessment program with student workbook and teacher's guide 5. Grades 4-6 (middle and high school materials also available) 6. COIN Educational Products 7. $22.50, student workbook (package of 10); $5.95, teacher's guide	n=4 Rating=3.75	• CLUE introduces students to the relationship of school and work. • CLUE teaches students about work, their interests, and how all of this relates to their current job--school. • CLUE is based on National Career Development Guidelines for elementary students. • CLUE is formulated to meet School-to-Work guidelines. • CLUE was designed to be used as part of the elementary curriculum and can be used over several days, several weeks, several months, or even several years. • CLUE focuses on what work is and why it is important, how success or failure in school affects future opportunities, how school relates to work, how jobs are organized, how interests relate to jobs (assessment), and career and educational planning. • CLUE focuses on five pillars: language arts; science; social studies; art, music, and health; and mathematics. • CLUE includes four major parts: 1) Explore the concept of work; 2) Explore job categories (Designers and Builders, Business and Sales, Helpers and Healers, Agriculture and Environment, Creators and Communicators, Scientists and Technologists, Transportation); 3) Interest Assessment, and 4) Goal setting and future planning.
1. ***Color Works I*** 2. NA 3. 1996 4. Teacher' packet with instructions, student activity sheets, craft supplies, and video 5. Elementary School (Color Works II available for Middle School) 6. D=CFKR, Clear Choice Educational Services, Inc., JIST Works, Inc., Learning Well 7. $130.00 for entire set; $79.95 for Color Works I set	n=0 Not rated	• ***Color Works I*** is a multi-cultural, hands-on, student-based activity program. • Each career covered contains a short story, coloring page, activity page, and a list of related careers. • These formats present career information to very young children. • ***Color Works I*** comes complete with a teacher's manual, student worksheets, and a ***Kidsong*** video. • The complete kit includes a Teacher's Manual with complete lesson plans, career tracks, vocabulary word lists, occupational profiles and related occupations. Also included are reproducible student books with activities for each career, along with crayons.

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1. ***Comprehensive Guidance Kits*** 2. NA 3. 1993 4. Curriculum kits 5. Grades K-6 (Grades 6-9 and 9-12 also available) 6. Instructional Materials Laboratory 7. $120.00	n=3 Rating=4.00	• This curriculum contains an administrator's manual (for K-12) with information on structural and programmatic components, implementation steps, how to involve others, and personnel and program evaluation. • Each kit has approximately 250-300 guidance learning activities in each educational level and addresses competencies keyed to ***Missouri Comprehensive Student Needs Survey***. • Kit comes in a storage box with manual, activities, and transparency masters.
1. ***Cumulative Record Folder*** 2. Chronicle Guidance Publications, Inc. 3. 1989 4. Folder 5. Grades K-12 6. O=Chronicle Guidance Publications, Inc. 7. $.60 eacah, 1-99 each; $45.00 per 100, 100-499; $35.00 per 100, 500+ ; Student plans and reports $8.00 1-499, per 100; $6.00 500+, per 100	n=0 Not rated	• For recording pupil progress from K-12, this cumulative record folder has space for recording student data. • Easy-to complete student plans and reports are also available, including: - Interview Record Sheet - Observation Record Sheet - Personality Report Sheet - Personality Report Sheet - Four Year Educational Plan - Division of Career Education/Cooperative Training Sheet
1. ***Developmental Guidance: Classroom Activities*** 2. Center on Education and Work 3. 1991-92 4. Book format for teachers, with outlined classroom activities 5. Grades 4-6 (Grades K-3, Grades 7-9 and Grades 10-12 also available) 6. O=Center on Education and Work 7. $39.00, Grades 4-6; $139.00, all 4 volumes	n=7 Rating=4.71	• These guides provide classroom or group guidance teaching activities correlated to the National Career Development Guidelines and describe 600 activities, including grade level, purpose, how to organize, materials needed, and how to evaluate competency achievement. • The activities are divided into four volumes. • These classroom activities provide the basis for integrating career development into the classroom. • Quantity discounts are available.

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1. ***DISCOVER for Junior High and Middle Schools*** 2. ACT, Inc. 3. 1992 last update 4. Software for IBM and Apple II 5. Grades 6-9 6. ACT, Inc. 7. One time perpetual license fee: Single user station - $630; Multiple user stations at one site - $950; Multiple user stations at multiple sites - $580 per site	n=5 Rating=4.20	• ***DISCOVER for Junior High and Middle Schools*** was conceived and designed specifically for use by students prior to entering high school. The system begins by helping users become more aware of their personal interests and abilities. Then ***DISCOVER*** helps them explore options and make plans based on an awareness of their own unique abilities and interests. Through this process, the system supports the guidance program for all students. • With ***DISCOVER***, student will develop a sense of career focus and educational purpose that will guide them through the transition into high school. • ***DISCOVER*** content is built on a conceptual model for organizing information about occupations. This model, ACT's World-of-Work Map, organizes and simplifies career exploration. The Map gives meaning to career exploration by grouping the entire range of current and emerging occupations into a few logical and understandable categories. Job categories are located on this Map based on the extent to which they involve working with Data, Ideas, People, and Things. • The same occupational classification system is used in all of ACT's career and educational planning programs, including the ACT Assessment Program. When used with high school level and older audiences, the World-of-Work Map is modified to include additional detail. • ***DISCOVER for Junior High and Middle Schools*** contains three major content sections plus a brief entry/exit section.: Entry/Exit, Part 1: You and the World of Work, Part 2: Exploring Occupations, and Part 3: Planning for High School.
1. ***Dream Catchers*** 2. Norene Lindsay 3. 1993 4. 64-page student activity book with related instructional materials 5. Intermediate Grades 6. D=CFKR, JIST Works, Inc., Wintergreen Orchard House, Inc. 7. $29.95, set of 10 workbooks; $14.95, teacher's guide; $19.95, 80 reproducible activity sheets	n=9 Rating=4.56	• ***Dream Catchers*** has been carefully designed to meet NOICC guidelines. • ***Dream Catchers*** is an affordable solution for initial career and educational awareness in the upper elementary grades. • These materials are interesting, engaging, and easy to understand and use. The workbook, plus teacher's guide and a book of activity sheets create a complete, flexible program for use in class settings. • The activities are arranged in three clusters of related topics: 1. Capture Your Dreams: The Choice is Yours 2. The Stuff Dreams Are Made Of: Discovering Your Skills 3. Make Dreams Come True: Ability, Effort, and Achievement • Students can work on activities independently, in small groups, or as part of a class. • The Teacher's Guide is thorough with step-by-step lesson plans which are easy to adapt for special populations such as learning disabled or at-risk students.

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1. ***Early Birds*** 2. NA 3. 1991 4. Student activity book 5. Grades 3-5 6. Finney Company 7. $4.00 ea./ 1-25 copies; $3.40 ea./26 or more	n=0 Not rated	• This activity book introduces students to the twelve occupational interest areas defined in the ***Guide for Occupational Exploration (GOE)***. • Each unit features a three-page story that introduces student to various careers within a ***GOE*** interest area. • The cartoon format provides tales with peer characters depicting workers from a variety of occupations in interesting situations. • Activities including crosswords, word finds, scrambled words, and many other puzzles follow each story and reinforce the concepts of that unit.
1. ***Educators Guide to Free Guidance Materials*** 2. Educators Progress Service, Inc. 3. 1996 4. Resource guide 5. All ages 6. Educators Progress Service, Inc. 7. $28.95	n=4 Rating=4.25	• This document compiles information on free educational and informational materials. • The 35th edition lists, classifies and provides complete information on titles, sources, availability, and contents of 381 films, 28 filmstrips, 79 sets of slides, 1 set of transparencies, 7 audiotapes, 1 compact disc, 310 videotapes, and 413 printed materials.
1. ***Elementary School Program*** 2. Junior Achievement Inc. 3. 1996 4. Student and leader materials 5. Grades K-6 (Middle School and High School materials also available) 6. Junior Achievement Inc. 7. NA	n=2 Rating=4.00	• In the ***Elementary School Program***, kindergarten through sixth grade children learn concepts and skills at each level that build on those taught in preceding grades. Each grade level theme is taught by a volunteer--referred to as a consultant--from the community. • This program is designed to show student the relevance of education to the workplace as well as to prepare them for secondary school an lifelong learning. Program Themes: Ourselves, Our Families, Our Community, Our City, Our Region, Our Nation, and Our World
1. ***Everybody's Beautiful Career Cut-Outs*** 2. NA 3. NA 4. life-like cut outs with resource guide 5. Grades 3 + 6. Finney Company 7. $12.99	n=1 Rating=3.00	• Twenty-three life-like cutouts feature people with tools of their trades. The cutouts show students the similarities and differences between people and their careers. • The paper figures can be used for decorating bulletin boards, for storytelling, and for games and activities.

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1. ***Explore!*** 2. Center on Education and Work 3. 1996 4. 19 minute VHS 5. Grades 5-6 6. O=Center on Education and Work; D=ACE Consortium 7. $89.00	n=2 Rating=4.50	• ***Explore!*** is a new video for 5th and 6th grade students to help them see careers through the eyes of students. • Five career clusters are explored by students with numerous occupations illustrated as each student investigates different fields of work. • A teacher guide suggests classroom follow-up activities that can be conducted to help all students internalize the information and concepts introduced in the video.
1. ***E-WOW (Explore the World of Work)*** 2. Eric Larson, Graphics; Lori Constantino, Layout 3. 1990-91 4. Consumable folder; software available 5. Elementary School 6. CFKR, D=Education Associates 7. $15.75, set of 25 folders; $52.50, set of 100 folders; $57.50, set of 100 folders w/2 JOB-O Dictionaries **Software:** $99.95 Apple II & II GS; $399.95 site license, unlimited users	n=0 Not rated	• ***E-WOW*** is designed as a career awareness/exploration learning activity with a game-like format that makes students aware of important career related information. • After completing E-WOW, students will be able to identify job activities, the job cluster concept, job titles, and the process of exploring, researching and comparing jobs. • Related materials include ***E-WOW* software**, a game-like format that lets student see how their selections and interests compare with specific jobs or job groups.

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1. ***GAINS I*** 2. Norene Lindsay 3. 1995 4. Student assessment booklet 5. Grades 4-7 (Grade 8-11 version also available) 6. Wintergreen Orchard House, Inc. 7. Free sampler set available; $55.00, 1-9 classroom sets (consisting of 30 test booklets and 1 teacher's guide); $45.00, 10-19 classroom sets; $35.00, 20+ classroom sets	n=4 Rating=3.75	• ***GAINS*** is a diagnostic tool which uses the pre-test/post-test approach for identifying what students know before and after they receive career education instruction. • ***GAINS*** is designed to satisfy the mandated accountability requirements of Carl Perkins legislation. • The ***GAINS*** tests ensure standard testing conditions by supplying a multiple choice pre-test, a post-test that asks the same questions in a different order, teacher instructions for administration of the tests, a worksheet and instructions for calculating scores using a hand-held calculator.

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1. ***Get a Life Program*** 2. ASCA & NOICC - Authors: Kay Brawley, Nancy Perry, C. E. Van Zandt 3. 1991, Revised 1996 4. Planner and portfolio, with facilitator's manual, introductory video, software, and Macintosh programming guide; school-to-work version also available 5. Grades 4-12 6. O=American School Counselor Association (ASCA); D=ASCA 7. Facilitator's package (includes ***Get a Life Portfolio***, facilitator's manual, facilitator's guide, videotape, and DOS software), $48; portfolios - $185 for 100, $100 for 50, and $60 for 25; STW transition planner - Facilitator's package - $15.00, other packages same as above	n=6 Rating=4.33	• *Get a Life* helps students plan their futures. Too often students of all ages think only for the moment. As a school counselor, it sometimes is tough to get even the best student to understand that they are at a pivotal place in their lives. The decisions they make now--Go to college? Get married? Look for a job?--will dictate their futures. It's often frustrating to motivate student who believe "the future" is this weekend. • The ***Get a Life Program*** can help. The ***Get A Life Program*** uses individualized, easy to use personal planners and portfolios to help students figure out where they are, what they want, and how to get there. The key to the program is that the responsibility rests with the students. They are responsible for learning about themselves, exploring life roles, setting goals, and making the link between educational and career development. The ***Get A Life Program*** motivates students to gain control of their lives and manage their futures. • The ***Get A Life Program*** is available in two versions--a personal planning portfolio for all students, and an employment planner for students in school-to-work programs. Both offer a comprehensive, tangible tool to encourage students to journal personal thoughts and feelings, reflect on important areas of life development, assess interests and motivations, and plan short- and long-term goals. • The ***Get A Life Program*** - Is flexible, allowing you to tailor the program to your school and to programs you may already be using; - Provides a consistent system for documenting personal career development activities for all students; - Provides opportunities for an integrated curricula; - Involves parents and community members in preparing students for a more successful future in the workforce. - Aligns your school with national models of excellence. - Was designed by professionals for professionals and field tested with more than 5,000 students. • Student planners, facilitator's manuals, videos, and software are all available to allow for customized use of the program. • The heart of the program is the student Personal Planner (or Personal Planning Portfolio) which contains a four-page Career Planner plus sections on: Self-Knowledge, Life Roles, Educational Development, Career Exploration and Planning. • The ***Get A Life Program*** was designed through a cooperative agreement between the American School Counselor Association (ASCA) and the National Occupational Information Coordinating Committee (NOICC). The program links the National Career Development Guidelines with the Comprehensive Developmental School Counseling program model. The ***Get A Life Program*** was reviewed by a team of national experts in career development and pilot tested with over 5,000 students.

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1. ***Getting Inside Adventures, The*** 2. NA 3. Available Fall 1997 4. Video, CD ROM, Web access 5. Elementary School 6. Meridian Education Corporation 7. $69,00 per video, other prices not yet available	n=1 Rating=4.00	• ***Getting Inside*** uses multimedia to show kids "behind the scenes" action at today's important community and commercial business locations. • ***Getting Inside*** invites kids to interact with resources, enhance their thought processes, increase vocabulary, develop a sense of logic, and more. • The series was designed to accommodate a variety of teaching and learning styles from the simple "view and learn" to complex interactive explorations on the internet. • The new high tech medium provides cutting edge information and takes kids on field trips without ever leaving the classroom. The class can explore careers, get acquainted with social studies, or write reports using fully interactive resources. • Part 1: The Video - Each video introduces viewers to locations from A to Z (the airport to the zoo and places in between). • Part 2: The CD ROM - The interactive CD ROM offers both linear and interactive video as another high tech component of ***Getting Inside***. Kids can see the entire program on a computer desktop, use it as refresher, and work through quizzes, games and puzzles. • Part 3: The World Wide Web - A frequently updated web page is available, linked to each topic in the series, with dozen s of resources ion the world wide web for student to do further exploration on Getting Inside subjects. Users can contact the developers of the program with opinions and ideas for further development of the series. • "Field Trips" include: The Zoo, The Fire Station, The Hospital, The Newspaper, The Television Station, The Library, The Airport, The Railroad Company, The Dairy, The Industrial Construction Site

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1. ***How to...Career Activities for Every Classroom*** 2. Wisconsin Career Information System 3. NA 4. Activity books 5. Grades 4-6 (Grades K-3, 7-9, and 10-12 also available) 6. O=Cemter on Education and Work 7. $89.00, Grades 4-6; $299.00, set of all four levels (other levels priced separately)	n=4 Rating=4.50	• A series of four books containing hundreds of career development activities that have been developed by classroom teachers and counselors and updated to provide current instructional practices and resources. • Classroom activities are keyed to the ***National Career Development Guidelines*** and ***SCANS*** and are related to curricular areas such as reading, math, social studies, language arts, etc. • The activities are also related to ***Education for Employment*** standards, and ***Learner Outcomes***. • Each student-centered lesson includes a detailed plan of teacher and student activities, which are based in the "real world" and support higher order thinking. Suggestions for curriculum integration, related school and home activities, sequenced lessons, and adaptation for students with special needs are also included with each lesson. • A separate set of activity masters is included with each book for easy teacher copying of student activity sheets. Fair use of this copyrighted material includes permission for teachers and counselors to make multiple copies of student activities for use in the school building for which the book was purchased.
1. ***I Am A Star Posters*** 2. NA 3. NA 4. 12" X 18" posters 5. All ages 6. CFKR 7. $27.95	n=2 Rating=4.00	• These posters are designed to provide positive reinforcement of self-esteem building. • This set of five posters features a cartoon character "STAR" who motivates students to improve self-esteem, communications, decision-making and goal setting. • Use these posters along with the ***Looking At Myself (LAM)*** product for visual response.
1. ***Implementing Career Education at the Elementary School Level*** 2. NA 3. 1990 4. Curriculum supplements 5. Elementary School 6. Instructional Materials Laboratory 7. $9.00, instructor guide	n=3 Rating=3.67	• This resource aids elementary school teachers in infusing career education into the ***Core Competencies/Key Skills*** curriculum, the ***Missouri Comprehensive Guidance Program*** and the ***Life Centered Career Education*** curriculum.

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1. ***Improving Career Counseling Services: A Guide to Planning & Implementing Effective Career Development Programs for School-to-Work Transition*** 2. Judith Ettinger 3. 1995 4. 177-page book for administrators, teachers, and counselors 5. K-12 and postsecondary 6. O=Center on Education and Work 7. $29.50	n=4 Rating=4.25	• Extensive career development services are needed for all students if they are to effectively take advantage of the new school-to-work opportunities. This guide provides a comprehensive approach to planning and implementing K-12/postsecondary career services. • Topics covered in the guide include: - Understanding career development needs of youth - Defining school-to-work initiatives - A comprehensive model for career development services - Developmental guidance - The national Career Development Guidelines and Competencies - The role of information and career information systems - Career planning tools such as portfolios and career options planners - Community partnerships for career services - Planning a K-12 career development program - Developing a career counseling service action plan - Implementing a comprehensive career development program • - Evaluating career programs
1. ***Introducing Career Paths - Elementary Grades*** 2. NA 3. 1997 4. Student flier and poster 5. Elementary School 6. Instructional Materials Laboratory 7. $7.50, package of 30 fliers; $1.00 poster	n=2 Rating=3.00	• This resource provides an introductory look at career paths for K-4 student and their families. • A 3-color poster looks at the how six career paths interact in a community setting.

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1. ***It's a New World*** 2. Center on Education and Work 3. 1991 4. Video 5. Grades 6-8 6. O= Center on Education and Work, D=ACE Consortium 7. $89.00	n=3 Rating=3.67	• Middle/high school students are encouraged to consider the importance of math and science in their future via a story format involving a student, her instructor, and Thomas Edison. • The content links math and science education to careers in six occupational areas, while promoting race and sex equity. • A teacher's guide is included which suggests ways to use the video in conjunction with other career development and math or science activities.
1. ***It's Up To You*** 2. Oklahoma Department of Vocational and Technical Education 3. 1994 4. Video for parents of elementary students 5. Elementary School and Early Middle School parents 6. O=Oklahoma Department of Vocational and Technical Education 7. $10.00 in state; $20.00 for out of state	n=4 Rating=4.50	• This six-minute video offerssuggestions for parental involvement in children's career development. • The video also includes a reproducible brochure featuring tips for parents.

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1. ***Job Jungle*** 2. CFKR: Laurie Barrows, Stories and Illustrations; Francis Ferry,(Ed.) 3. 1992 4. 32-page reusable student booklet; class set and teaching aid kit; posters and mini-posters(Specimen sets available) 5. Elementary and Middle School 6. CFKR, JIST Works, Inc. 7. $7.95 ea, student booklet; $12.95 teaching aid kit; $110, class set and teaching aid kit; $13.00 specimen set; $11.95, set of 9 mini-posters; $59.95, set of 9 full-color posters	n=4 Rating=4.25	• A cast of animals completing various job duties is colorfully illustrated. • Students hear about Bear, Hippo, Bat, and many others. Through these characters, students can learn about work ethics, self-worth, and getting along with others. • A wide range of occupations shows students different aspects of the world of work. • Teaching aids follow the 12 stories and include suggested activities.
1. ***JOB-O E*** 2. CFKR; Roberta Kauk, Art Work 3. 1993 4. Student booklet and answer folder 5. Elementary School 6. CFKR, Education Associates, Inc., JIST Works, Inc., Wintergreen Orchard House, Inc. 7. $47.00, set of 25 booklets & 25 answer folders; $12.00, set of 25 answer folders; $38.00, set of 100 answer folders	n=7 Rating=4.43	• This program provides the students with an opportunity to become aware of occupational titles in six occupational groups. • The program helps students learn to identify vocabulary used when discussing careers and become familiar with the information associated with occupation planning. • After using ***JOB-O E***, students will become aware of their work interests and how their interests relate to the activities of an occupation. • Students can learn to create a career plan, identify special talents and abilities, locate career information, and consider a work ethic.

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1. ***Makin' An Impression*** 2. Oklahoma Graphic Arts Education Council 3. 1993 4. Video/Speaker's Bureau, teacher's guide, student brochure, and color key 5. Grades 6-8 6. O&D=Oklahoma Graphic Arts Education Council 7. $59.95	n=1 Rating=4.00	• This nine-minute MTV-style video is designed to create an awareness of the graphic arts/printing industry. • The video illustrates how the printing industry works and how modern printing processes offer interesting and creative career opportunities.
1. ***Meet Dez*** 2. Wintergreen Orchard House, Inc. 3. NA 4. 25" X 39" color poster 5. Grade 3-7 6. O=Wintergreen Orchard House, Inc. 7. $5.95 each; $4.95 each for 10+ posters	n=2 Rating=4.00	• This poster introduces Dez the Dawg, star of the ***Next Generation Career Series***, to students. • The poster promotes ***Career-O-Ram-A*** and the related career program materials.
1. ***My Goal Map*** 2. NA 3. NA 4. 16" X 20" laminated poster with coloring pens 5. All ages 6. CFKR 7. $12.95, single map; $15.95, set of 25 mini-posters	n=2 Rating=5.00	• This interactive, reusable poster engages students in a nine-step process illuminating the steps necessary to meet goals. • ***My Goal Map*** is laminated and comes with three coloring pens. • The map is also available in sets of non-laminated 11" X 15" mini-posters for students to take home.

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1. ***Next Generation Career Series Curriculum*** 2. Wintergreen/Orchard House, Inc. 3. 1996 4. Multimedia CD-ROM software, workbooks, career reference books, posters, and teacher's guide 5. Grades 3-7 6. O=Wintergreen Orchard House, Inc. 7. $19.95 teacher's guide; $15.95 each for 10+ copies; see prices for other individual components listed	n=3 Rating=4.33	***The Next Generation Series*** includes the following resources: • ***Career-O-Ram-A*** - A multimedia CD-ROM program showing people in 140 different careers, a career quiz in a game show format, and a simple interest assessment referencing career clusters. • ***People at Work*** - Descriptions of over 450 careers written at a 3rd grade reading level. Descriptions include what they do, where they work, what they like about their jobs, salary, outlook, educational requirements, related school subjects, occupational cluster interest activities, and addresses to write for further information. • ***Career Adventures*** - A personal workbook to develop career awareness in the intermediate grades. It includes a student Travel Log as a separate portfolio to use for permanent individual career planning documentation. • ***Meet Dez Poster*** - Shows Dez the Dawg in full color with 12 career clusters and the 140 careers from Career-O-Ram-A. • ***Next Generation Teacher's Guide*** - Includes detailed lessons for using the entire curriculum series in a variety of setting with students of different abilities. • ***Career Caravan*** - Workbooks with additional activities to explore careers through individual, small, group and class projects. Contains both in and out of school activities.

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1. ***Occupational Outlook Handbook 1996-97*** 2. NA 3. 1996 4. Hard or soft cover book; activity booklets for Grades 5-6 (Grades 7-9 and 10-12 activity booklets also available); materials also available on CD-ROM 5. Grades 5-6+ 6. D= American Vocational Association, CFKR, Bureau for At-Risk Youth, Cambridge Educational, Center on Education and Work, Chronicle Guidance Publications, Wintergreen Orchard House 7. $21.75 , hard cover handbook; $15.75 soft cover; $15.95, 10 workbooks **Software:** $149.95; $89.95 update; $599.95 site license, unlimited users	n=8 Rating=4.38	• The handbook provides highlights of the job outlook for the year 2005. • It gives detailed information about over 250 occupations. • It includes information on working conditions, training and education needed, earnings, and expected job prospects.
1. ***Parent Career Development Files*** 2. CETA , Inc. 3. 1996 4. Portfolios and instructions 5. Grades 4-6 (K-3, 7-9, 9-12 also available) 6. CETA/OSU 7. $9.00 for 30	n=1 Rating=4.00	• These parent career files were developed to be used in conjunction with COPP materials. • These career development files allow parents to participate fully in their child's career planning. A full set of instructions is included for each grade level. • These files were developed as a project for PTAs and PTOs to engage parents in school to work.

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1. ***Pathways*** 2. ACE Consortium 3. 1991 4. Curriculum guide and 60-minute video, 5 12-minute programs 5. Elementary and Middle School 6. O=ACE Consortium, D=JIST Works, Inc. 7. $89.00	n=2 Rating=4.00	• Rhymes and graphics in this video bring career information to life. • Children interact with Professor Horace (a puppet) and William Tell (a talking computer) to help gain an awareness of the world of work. • Students can learn about jobs in 27 fields and watch the people at work. In each field workers describe their job duties, tell why they chose this occupation, introduce the equipment, and mention the education required for the job.
1. ***People at Work*** 2. Wintergreen/Orchard House, Inc. 3. 1996 4. 500-page book for students 5. Grades 3-7 6. Wintergreen Orchard House, Inc.; D=American Guidance Service, Inc., JIST Works, Inc. 7. $24.95	n=4 Rating=4.00	• Written as first-person narratives, the job descriptions in ***People at Work*** present career information on over 450 occupations at a level students can understand. Each worker tells students a story about what it's really like to have a job. The stories present detailed career information. • This guidebook is organized into twelve occupational clusters and uses the latest U. S. Department of Labor data and statistics. ***People at Work*** presents information in a graphic format. • The book addresses gender equity by showing photographs of both men and women for every occupation. Minorities are represented throughout on jobs that require a variety of level of education.
1. ***Personal Exploration*** 2. St. Louis Public Schools 3. 1992 4. Teacher's materials, activity book 5. Grade 6 6. O=Center on Education and Work 7. $35.00	n=1 Rating=4.00	• This book contains five units designed to help students gain a healthy sense of self. Through exploring their similarities to other people and beginning to capitalize on their own uniqueness, they can shape their lives by making meaningful choices. This stand alone book is also part of a sequential career education program for Pre-K through grade 12. • Unit V also contains a self-assessment and an introduction to occupations and provides a bridge to 7-8th grade career education programs. • This K-12 series of classroom activities was developed by St. Louis Public Schools.

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1. ***Positive Messages*** 2. NA 3. NA 4. Buttons, stickers, wall charts, wall cards, mini-posters 5. All ages 6. CFKR 7. $2.00 buttons, $9.00 stickers, $5.00 mini-posters,$ 3.00 wall cards	n=1 Rating=3.00	• ***Positive Messages*** are available in a variety of formats.
1. ***Project Discovery (Middle School Career Exploration System)*** 2. Education Associates, Inc. 3. NA 4. Instructor's notes, student instructions, materials and tools (packaged in portable cases for transportability and security) and other related resources 5. Middle School (Grades K-5 and High School materials also available) 6. Education Associates, Inc. 7. All 40 elementary titles priced individually	n=1 Rating=4.00	• Part of the School-To-Work Transition Plan, ***Project Discovery*** is a career exploration and assessment system developed to provide students with hands-on experience. Forty programs comprise the ***Project Discovery*** system. Guided by the detailed student instructions and under the direction of an instructor, the student, using the same tools, equipment, and materials, performs many of the actual tasks of a trained worker in that field. • These materials highlight: - Integration of academic and vocational education - Exposure of all students to a broad array of careers - Opportunities for nontraditional exploration of careers - Integrated technology--CD ROM, videos, and software - Pre/Post assessment - Special education editions - Training for professional development

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1. ***Realizing the Dream*** 2. ACT, Inc. 3. 1994 4. Complete kit including video, parent, student and leader guides 5. Grades 6-12 6. O=ACT, Inc. 7. RTD Kit - $195.00; Parent Guides-25/package $40.00; Student Guides-25/package $50.00; Leaders Guide-$15.00; Video-$25.00 (volume discounts available)	n=5 Rating=4.20	• ***Realizing the Dream*** was developed to support parents, counselors, and students in the task of career planning for a complex and demanding workplace. ***Realizing the Dream*** is an integrated kit of materials counselors can use to orient parents to their role in career guidance and equip them to help their children make effective decisions. The kit offers parents the insight and motivation they need to feel comfortable in a career planning support role, while giving counselors a valuable partner in their career guidance efforts. • Following are some of the specific topics and activities included in ***Realizing the Dream***: - Exploring and cultivating the five ingredients of career decision making: self-concept, interests, abilities, preferences, and planning - Exploring occupations and developing a career plan - Selecting high school course work that supports career decisions - Choosing the type of postsecondary education or training appropriate to future goals - Identifying postsecondary institutions that meet the college-bound student' needs the work-bound student for entrance into the workforce • ***Realizing the Dream*** was developed with the help of an advisory panel of career development experts, guidance counselors, and concerned parents. This panel worked to ensure ***Realizing the Dream*** would give parents the necessary resources to help their children with career planning at home, while supplementing counselor's efforts at school.
1. ***Skill-Based Job Family Matrix Poster*** 2. NA 3. NA 4. 11" X 17" colored poster 5. All ages 6. CFKR 7. $4.95	n=2 Rating=4.00	• This poster introduces students to educational plans. • Following the newest developments from the Department of Labor, this poster depicts 14 job families and the educational and training requirements needed to advance within various families. • The poster visually shows the ability to change careers based on the education they have acquired.

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1. ***Student Styles Questionnaire (SSQ)*** 2. Thomas Oakland, Joseph J. Glutting, and Connie P. Horton 3. NA 4. Software or booklets 5. Grades 3-12 6. Psychological Assessment Resources, Inc. (PAR) 7. $80.00, Starter Kit; $59.00, SSQ Manual; $28.00, package of 25 SSQ Ready-score answer documents; $53.00, package of 25 question booklets; $15.00 SSQ record forms; $91.00, SSQ Windows Kit, user's guide, package of 25 record forms	n=2 Rating=3.00	• Patterned after the Jungian constructs popularized by Myers & Briggs personality scales for adults, the ***Student Styles Questionnaire (SSQ)*** evaluates students using four scales: Extroverted/Introverted, Thinking/Feeling, Practical/Imaginative, Organized/Flexible. • In 30 minutes or less, students can have an enhanced look at those qualities that make each student a unique individual. • The ***SSQ***'s 69 questions are all based on real life situations, so students can relate to the believable scenarios. The questionnaire is non-threatening. • Validity studies show ***SSQ*** results are independent of a student's intelligence and achievement level. • ***SSQ*** results provide information for teaching, encouraging, and motivating students and helping them plan for the future. **Software:** • The software provides individualized interpretive reports for the child or adolescent and the professional. The Classroom Application Booklet (included in the hand-scorable starter kit and also available for purchase separately) is a rich information resource. It describes various classroom applications, including learning style issues, teaching/learning strategies, and behavior issues for each style.
1. ***Students' Occupational Outlook Handbook (SOOH)*** 2. CFKR Career Materials; Tiffany Buhm, Project Director 3. 1995 4. Soft cover book and student workbooks 5. Late Elementary and Middle School +; Workbooks - Grades 5-6 (Grades 7-9 and Grades 10-12 also available) 6. CFKR 7. $16.95, 1-9 copies of book; $14.95, 10+ copies of book; $15.95, set of 10 workbooks	n=5 Rating=4.20	• The ***SOOH*** is based on the ***Occupational Outlook Handbook (OOH)***, but is written specifically for the middle school ages, sixth grade through eighth grade. • The ***SOOH*** information is presented in a helpful, easy to read and follow layout that makes educational planning and career research fun and meaningful. • Information on each page of the handbook includes: Job Description Salary Range Expected Job Growth Educational Requirements Training Requirements Skills Needed Where to Write for More Information

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1. ***That's Me! Map*** 2. NA 3. NA 4. 18" X 24" poster 5. All ages 6. CFKR 7. $12.95, single map; $15.95, set of 25 mini-posters	n=2 Rating=4.50	• A laminated poster helps students focus on the positive and promotes self-esteem. • Children write and draw about themselves on the poster, wipe it off, and reuse it. • ***That's Me Map*** comes with three coloring pens. • This resource is also now available in non-laminated 11" X 15" mini-posters for students to take home and share with their parents.
1. ***VIAS*** 2. New Concepts Career Development Corp. 3. 1997 4. Hardware, tools, and video 5. Middle School + (Grades 4+) 6. New Concepts Career Development Corp. 7. $995.00	n=0 Not rated	• This video tape format shows men and women in traditional, nontraditional and sex equitable occupations performing real job tasks. • ***VIAS*** does not require reading or language skills and can be administered to an individual or in groups in less than 30 minutes. • ***VIAS*** is appropriate for a wide range of ages and students. • After the responses are entered from the Answer Sheets into the ***VIAS*** computer software, they are automatically scored and an 8 page report is automatically printed. The report ranks the interest areas with the duties performed in each of the top 3 areas. It lists 14 specific job titles in each of these areas with the ***DOT*** and ***GOE*** numbers and recommends which of the ***New Concepts Career Development Work Stations*** to administer for further exploration. • Introduction video is available free upon request.
1. ***Walkabout™*** 2. Enter Here LLC 3. 1997 4. Series of three videos (math, science, and language arts) that explore the relationship between the world of the classroom and the world of work 5. Grades 3-5 (also available for Grades K-2 and 6-8) 6. Enter Here LLC 7. Series of three - $150.00; each video - $50.00	n=2 Rating=4.50	• A "walkabout" in Australian Aboriginal culture is an exploratory journey toward adulthood. This series helps young people explore their expanding worlds. • These curriculum-based videos from Enter Here bridge the gap between work and school by helping students to see the connections between what they are learning in the classroom and the exciting world of work--by helping students answer the questions beginning "Why do I need to study_____?" • These videos show viewers how they can approach and solve real-life problems by using what they have learned and are learning in school. Pre-algebra, ecosystems, and synthesizing ideas and developing viewpoints are highlighted in the featured jobs in these programs. • Stand-alone print material will be available in 1998.

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1. ***Winning the Career Game*** 2. NA 3. NA 4. Gameboard, instructions, masters, and plastic binder 5. Grades 3-6 Elementary Version (Grades 5-Adult also available) 6. Wintergreen Orchard House, Inc. 7. $49.95	n=3 Rating=3.33	• This group activity helps students learn about many occupations. • Question cards for 160 job titles use humor and student-oriented language to pose questions related to jobs. They reference well-known career resources by page or chapter. • Wild cards promote good work attitudes. • ***Winning the Career Game*** promotes team spirit, cooperation, and learning. Two to four teams consisting of one to eight students can play. • The Game Board is printed on thick, clear plastic for use with an overhead projector.
1. ***Work Windows*** 2. CFKR 3. NA 4. Reproducible worksheets 5. Elementary School 6. CFKR 7. $25.00, complete reproducible set	n=1 Rating=5.00	• ***Work Windows*** is a reproducible worksheet set that allows teachers to administer hands-on learning activities designed to give students positive learning experience and a sense of accomplishment. • ***Work Windows*** can be used in learning centers, work labs, or curriculum to include math, drawing, reasoning and other work-related skills. • ***Work Windows*** helps students test career cluster interests, learn about the world of work, learn useful work habits, and appreciate school subjects. • ***Work Windows*** contains six hands-on activities that are related to occupational clusters of business, music and art, health and education, forestry and veterinary medicine, science and health, and industry and construction.
1. ***Working Moms*** 2. NA 3. NA 4. Set of casebound books, 40 pages each, with photos and stories about women and careers 5. Elementary and Middle School 6. CFKR 7. $119.00, complete set	n=0 Not rated	• This series offers a look at the diversity of the modern family. Young readers are introduced to a variety of working mothers. • Filled with photos, these books about real women and their families illustrate the life-styles, choices, difficulties, and successes of women who balance the demands of work and home. • The set of books includes these titles: Engineering Drafter, Lawyer, Pediatrician, Music Teacher, Park Ranger, Children's Theater Producer, and Veterinarian.

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1. ***Workplace Basics: Teaching the ABCs of the Career World Using Math, Social Studies and Language Arts*** 2. Kevin G. Kuckkan 3. NA 4. Book of classroom activities 5. Grades 5-12 6. D=Center on Education and Work 7. $15.95	n=3 Rating=4.33	• ***Workplace Basics*** presents a series of activities geared toward teaching career education in an interesting, realistic, and subject-integrated fashion. This manual could serve as a unit or as a supplement to an existing math, social studies, language arts, or business education curriculum. • Part 1 includes several activities that utilize tools necessary for employment in the career world. Part 2, Workplace Problem Solving, deals exclusively with real-world problems that businesses and entrepreneurs might encounter throughout the course of running a business. Most of the activities in this book are appropriate for middle and high school student possessing a wide range of abilities and interests.
1. ***You Can Be a Star*** 2. St. Louis Public Schools 3. 1988 4. Teacher's materials, activity book 5. Grade 4 6. O=Center on Education and Work 7. $35.00	n=2 Rating=4.00	• This book is designed to help students gain a healthy sense of self and assist them in learning to appreciate those unique characteristics which they possess. • This stand alone book is also part of a sequential career education program for pre--K through grade 12. The book contains five units with activities for understanding self, family, and others, and an introduction to study skills. • Appendix includes exercises that introduce the U.S. Department of Labor's 15 occupational clusters, career/community resource information and services provided. • This K-12 series of classroom activities ws developed by St. Louis Public Schools.

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1. ***Young Person's Occupational Outlook Handbook*** 2. NA 3. 1996 4. Soft cover book 5. Grades 5-12 6. JIST Works, Inc.; D=American Guidance Seruices, Inc., Chronicle Guidance Publications 7. $19.95	n=3 Rating=3.67	• Based on the U. S. Department of Labor's ***Occupational Outlook Handbook***, this book is ideal for helping young people explore careers. • It clusters related job descriptions, making it easy to explore job options based on interests. • The ***Young Person's Occupation Outlook Handbook*** also makes direct connections between school subjects and the skills needed for jobs and provides direct support for school-to-work initiatives. • The ***Young Person's Occupation Outlook Handbook*** is useful for school libraries and career centers and provides an excellent first reference for exploring career opportunities. • Descriptions cover 250 jobs held by 85% of the workforce. Each entry includes a brief description of the job; details on working conditions; school subjects related to the job; suggested activities for "trying out" the job; information on earnings; education or training needed; and employment outlook. • Each job has a one-page description. • Jobs are arranged in clusters.
1. ***Your Career X 7 Posters*** 2. NA 3. NA 4. 12" X 18" color posters 5. All ages 6. CFKR 7. $34.50, set of 7 posters	n=2 Rating=5.00	• These colored posters highlight careers associated with scholastic subjects. • Subjects covered include English, math, science, foreign languages, art and design, physical education, and social students. • These posters convey the importance of school and the relevance of a career with subject displayed. Information is provided on necessary skills and knowledge for a wide array of careers.

GRADES 7-8 RESOURCE MATERIALS

1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	RATINGS BY PRACTITIONERS AND NUMBER OF RESPONDENTS (n) WHO RATED THE RESOURCE 5=Excellent 4=Good 3=Average 2=Poor 1=Very poor	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
1. ***A First Look At Careers*** 2. Meridian Education Corporation 3. 1991 4. Animated careers video set 5. Grades 3-8 6. O=Meridian Education Corporation; D=American Guidance Service, Inc., Center on Education and Work, CFKR 7. $95.00	n=1 Rating=4.00	• This two-part video set brings some of our "Dictionary People" to life as we sample occupations from airline pilot to zoologist, with animation and live action footage. • Students will get a taste of the many choices they will have some day for an occupation. The key concept of these video programs is to assist students in developing investigative skills related to potential career paths, and to expand their awareness of career areas (i.e., broad sets of occupations within which all jobs can be classified). • The two program set should be used in close conjunction with the ***Children's Dictionary of Occupations***. In this publication, the teacher will find additional information and activities from which to initiate classroom project.
1. ***Ability Explorer-Level 1*** 2. Joan C. Harrington and Thomas F. Harrington 3. 1996 4. Assessment booklets and reports 5. Middle School (Level 2 available for High School) 6. O=Riverside Publishing Company 7. $35.00, Hand-scorable booklets, package of 25; $45.99, Machine-scorable booklets, package of 25; Directions for administrations $15.00; Spanish versions also available	n=2 Rating=4.50	• The ***Ability Explorer*** is an instrument designed to help student complete a self-exploration of their abilities and relate this information to career and/or educational planning. • It is a career guidance and counseling tool that will assist students as they discover and assess their potential and seek to understand the relationship of their abilities to school subjects and to the world of work. • The ***Ability Explorer*** helps students have a direct evaluation of 14 major work-related abilities as included in career-development literature such as the GOE. • The work-related ability areas measured include: Artistic, Clerical, Interpersonal, Language, Leadership, Manual, Musical/Dramatic, Numerical/Mathematical, Organizational, Persuasive, Scientific, Social, Spatial, and Technical/Mechanical. • This explorer is in direct alignment with the ***National Career Development Guidelines*** and other current career-related educational reforms.

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1. ***Activities for the Occupational Outlook Handbook*** 2. Barbara Mellor Cabaup 3. 1996 4. 30-page activity book 5. Grades 7-9 (Grades 10-12 also available) 6. CFKR, D=American Vocational Association, Cambridge Educational, JIST Works, Inc. 7. $15.95 for set of 10 books and teacher's manual	n=6 Rating=3.67	• These useful exercises help students understand the information in the ***Occupational Outlook Handbook***. • Students can select activities by skill and then follow the instructions provided. • This activity book comes in sets of 10 and is available in two grade levels.
1. ***American Careers Middle School Program*** 2. Career Communications, Inc. 3. 1997 4. Career and life skills information plus a four-year high school planner 5. Middle School (Elementary and High School also available) 6. Career Communications, Inc. 7. $23.75 for classroom set (set of 25 studentbooks and teacher's guide)	n=0 Not rated	• Stories in the American Careers Middle School Program guides have been developed to awaken young teens to future responsibilities, help them discover career-relatd intersts, and make them aware of career and educaitonal options. Content is organized along basic career pathw for ease of understanding and rpesentiaton. • The American Careers Middle School Edicion also comes with a Learning Guide that contains calassroom activiteis to help buid critic al-thinking, problem solving, decision-making, and teamwork skills and provide needed practice in researching, writing and speaking. Middle school program materials aare updated every year.
1. ***Authentic Connections to the Real World (Grades 6-8)*** 2. NA 3. 1993 4. Activity book 5. Grades 6-8 (Grades PreK-5 also available) 6. Home Economics Curriculum Center at Texas Tech University 7. $15.00	n=1 Rating=4.00	• This resource of over fifty activities was developed for use in grades 6-8. • It addresses SCANS competencies by focusing on real-world application of instructional objectives. • The activities assist students in personal and career investigation. • Mathematics, language arts, science, and social studies activities are included.

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1. ***Beginning Career Exploration System (BCES)*** 2. William Stone and Laurie McCloskey 3. 1993 4. Teacher's guide, participant's book 5. Middle School (High school also available) 6. O=American Guidance Service, Inc. 7. $16.95, leader's guide; $7.95, participant's guide; $20.95 preview package	n=1 Rating=4.00	• This set features activities to help participants plan appropriate course work and learning experiences as they explore a wide array of careers and vocations. • The set is designed to support ***CDM*** (the ***Harrington O'Shea Career Decision Making System Revised***). • Students explore their current interests, values, attitudes, and life-style in order to learn a life-long career choice process, which is introduced as a four stage process. • The curriculum can be implemented by classroom teachers and special education teachers as well as by school counselors or other specialists in career development.
1. ***Behind the Scenes in Film/TV Production*** 2. NA 3. 1996 4. Video 5. Middle School + 6. O=Meridian Education Corporation 7. $99.00	n=3 Rating=3.67	• This video provides viewers with an inside look at careers in the TV and film industry. • Students watch interviews with people on the set of ***Dr. Quinn: Medicine Woman***. • The video provides a clear picture of duties, training and job opportunities: Lighting Technician, Gaffer; Audio Technician, Wardrobe, Stunts, Producer, Assistant Director, Grip, Best Boy, Make-Up Artist, Camera Operator, Special Effects, Director, Assistant Producer.
1. ***Broadening Your Horizons: Career Planning in the Trades for Girls and Young Women*** 2. Sarah Hendon (Ed.) 3. 1996 4. Curriculum guide, two modules and seven competencies 5. Pre-teen and teen girls+ 6. Center on Education and Work 7. $36.00	n=3 Rating=4.00	• Through a practical hands-on approach to learning, this curriculum guide helps teen-aged women overcome obstacles and develop self-confidence and ability as they explore high-paying careers in the trades. • It addresses in depth the lack of tool facility, perceived lack of physical strength, perceptions of gender roles, sexual harassment, isolation, and math anxiety--all documented as key elements in discouraging young women from entering the trades. • It includes hands-on projects in building and woodworking.

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1. ***Business of Baseball, The*** 2. NA 3. 1996 4. Video 5. Middle School 6. O=Meridian Education Corporation 7. $99.00	n=1 Rating=5.00	• This video examines various and varied positions available on and off the field for a professional sports team. • It explores a team approach to create a successful season. • The video provides interviews with the San Francisco Giants' staff members: Administrative Assistant, Publicity Director, Marketing Director, General Manager, Trainer, Traveling Secretary, Equipment Manager, Ticket Director.
1. ***Career Adventures*** 2. Norene Lindsay 3. 1996 4. 88-page student workbook plus 4 page student portfolio, teacher's guide 5. Grades 3-7 6. O=Wintergreen Orchard House, Inc.; D=American Guidance Service, Inc. 7. $49.95, set of 10 workbooks (10+ sets @ $39.95)	n=4 Rating=3.75	• Students examine their academic interests, their leisure activities, their work habits, their "people" skills and interests, and their values to find career areas that match the whole person. • Activities emphasize the connection between school and work. Academic preparation/development and awareness of personal interests is presented as a continuum--moving from school to careers. • The four parts of the workbook can be used independently or sequentially: 1) Twelve Career Clusters, 2) Other Roads to Travel, 3) Building Bridges from School to Work, and 4) Making Travel Plans. • A student portfolio is included for students to record what they've learned about their career interests.
1. ***Career Area Options Planning Materials and Career Options Planner Insert*** 2. Wisconsin Career Information System 3. 1994; 1995 for Insert 4. Student activity book, portfolio, and teacher's materials 5. Middle School+ 6. O=Center on Education and Work 7. $19.00, set of 30 inserts	n=2 Rating=3.50	• This set of material includes student activities designed to help the classroom teacher deliver lessons on career development. • Each activity begins with instructions for the teacher, and activities are grouped by units, with each unit focusing on specific competencies of the Wisconsin Developmental Guidance Model (WDGM). • Each unit includes at least one activity worksheet to be placed in the student's ***Career Area Options Portfolio***. **Insert:** • The planner is designed to assist students with setting up a class schedule and charting their educational and community activities. The planner can also be used to compare potential educational and career options with requirements. The planner provides the students with a strategy for setting and reaching goals.

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1. ***Career Awareness Plus*** 2. NA 3. NA 4. Softcover texts 5. Middle School + 6. D=Globe Fearon 7. $7.95 each book, teacher's guide .95	n=1 Rating=4.00	• ***Career Awareness Plus*** is developed to give students a chance to explore different job opportunities at restaurants, hospitals, hotels, and motels. • This program provides a pair of books for each employment area. The job books examine several different jobs in each area, while the word books develop job-specific vocabularies. • Low readability ensures that students can comprehend what they are reading. • A variety of job listings in each area helps foster independent thinking. • This material is also suitable for special needs students.
1. ***Career Basics: An Integrated Approach to Career Exploration and Workplace Skill Development*** 2. Kevin G. Kuckkan 3. NA 4. Book of classroom activities 5. Grades 5-12 6. D=Center on Education and Work 7. $17.95	n=3 Rating=3.67	• Designed to help fifth through twelfth grade teachers integrate school-to-work basic career skill application concepts into their classrooms, ***Career Basics*** closely examines career exploration concepts by helping students determine specific steps they will need to consider and skills they will need to sharpen to attain their career goals. • Some of the topics explored in ***Career Basics*** include resume/cover letter writing, interview skills and preparation, writing the components of a business plan, product development, business ethics, and even a section on setting up and running a classroom enterprise. • All of the classroom-tested activities are motivational and are matched to a variety of curricular areas and ability levels. • This manual also includes a list of over 90 key terms and definitions used in the career world and a World Wide Web directory of over 150 useful sites to help guide students and staff to career-related information in cyberspace.
1. ***Career Box, The*** 2. NA 3. NA 4. Booklets, worksheets, and teacher's guide 5. Middle School + 6. NA 7. 56 booklets and teacher's guide in a box; worksheets; Career Box and Career Box worksheets; discounts available for combined package orders	n=2 Rating=2.00	• This resource is designed to create student awareness of many different career paths, stimulate inquiry, and help to ease the transition from school to work. It is identical to ***The Job Box*** in format and purpose. • ***The Career Box*** features a slightly higher reading level and explores 56 more job opportunities in seven areas. • Areas of focus include: Transportation and Travel, Sales and Retail Services, Construction and Health Services, Precision Production, Mechanics and Repairers, General and Protective, Administrative Support Services. • A wide range of careers is explored to match different abilities and interests.

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1. ***Career Capers*** 2. Mary Landis Maloney 3. NA 4. Activity booklet 5. Grades 3-7 6. Wintergreen Orchard House, Inc. 7. $10.95	n=2 Rating=3.50	• This resource develops career awareness. • The guide includes handouts for notebooks, demonstrations, and Career Days. • The text is useful in social studies, language arts, and science projects. • The activities meet NCDG competencies 4, 5, 6, and 7.
1. ***Career Caravan*** 2. Norene Lindsay 3. 1995 4. Student activity book 5. Grades 3-7 6. O=Wintergreen Orchard House, Inc.; D=American Guidance Service, Inc. 7. $29.95, set of 10 workbooks	n=3 Rating=4.00	• Students take concepts into the "real" world of work. • Activities include interviewing or talking with parent(s) or other adult workers to apply career concepts learned in ***Career Adventures*** to the adult's job. Students explore and learn about career resources and jobs in their community. • Activities are organized to correspond to and reference the four parts of ***Career Adventures*** and can be used in conjunction with ***Career-O-Ram-A and People at Work***. The Teacher's Guide connects activities to the appropriate lesson in ***Career Adventures***. All activities are coded.
1. ***Career Compass*** 2. NA 3. 1994 4. Computerized career exploration program 5. Middle School + 6. O=Meridian Education Corporation; D=JIST Works, Inc. 7. $95.00, IBM - does not require Windows	n=3 Rating=3.33	• This software program covers general career clusters, major work groups and specific occupations based on student responses to 70 work activity questions. • All components are on one floppy disk and the entire program takes approximately 15 minutes to complete. • Program printouts cover: -a career interest profile describing the student's interest pattern; -interest area descriptions providing additional information for the top three interest clusters and the major work group within each cluster; and - related sample occupations with ***OOH*** page number references for the 1994-95 edition.
1. ***Career CompuSearch*** 2. NA 3. 1994 Last update 4. Computerized assessment checklists, (IBM & Apple) 5. Middle School + 6. O=Meridian Education Corpoation 7. $249.00	n=1 Rating=4.00	• Career CompuSearch includes four self-assessment checklists - interests, aptitudes, temperaments, and situations. • Any or all of the instruments may be taken with the results combined to identify career areas, subareas, and Worker Trait Groups related to interests, temperaments and aptitudes. • A student report will provide the assessment results and identify suggested exploration activities related to the results. • The program may be used on an individual PC or networked for use in a computer lab.

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1. ***Career Connection...from Learning to Earning*** 2. Oklahoma Department of Vocational and Technical Education 3. 1996 4. Magazine 5. Middle School to Junior High 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $10/pkg. of 25; $90 pkg. of 250; 18/pkg. of 25 out of state; $180 /pkg. of 250 out of state	n=3 Rating=5.00	• ***Career Connection*** for junior high students is a 24-page, full-color publication packed with hands-on career awareness and exploration activities and important information to help students get and keep their first part-time job. • ***Career Connection*** is a tool for school counselors, mid-high and junior high teachers, vocational teachers, and resource center coordinators. A teacher's resource and activity guide is included with each order.
1. ***Career Day Planning Guide*** 2. Center on Education and Work 3. 1994 4. Teacher materials, activity book 5. Grades K-12 6. O=Center on Education and Work 7. $35.00	n=3 Rating=4.00	• This resource serves as a guide to planning career days and includes guidelines, models, activities, and forms.

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1. ***Career Delivery Units (CDUs)*** 2. NA 3. NA 4. Reproducible worksheets or individual consumable workbooks 5. Middle School + 6. CFKR, Wintergreen Orchard House, Inc. 7. $69.95, teacher handbook with student reproducible worksheets; $49.95, single set of reproducible worksheets; $21.95, single teacher handbook; $7.95 single student workbook (discounts available)	n=3 Rating=4.00	• The CDUs were created as a resource designed to guide students through a more in-depth self-evaluation. • CFKR feels that extensive self-study along with good communication skills and problem solving skills will build self-esteem and a healthy self-opinion. • Self-confidence and strong decisive abilities will lead to intelligent career information gathering skills and enable students to make valid career choices. • The CDUs were designed with the NOICC and NCDA guidelines in mind. • Completing CDUs enables students to obtain the skills necessary for them to attain a high degree of self-worth and better self-knowledge, which are both necessary for them to be able to make valid career choices in their future. • There are thirteen units within the CDUs. • Student Worksheets and Workbooks contain the activities necessary to understand and learn the lessons and skills. The lessons can be used on an individualized basis or as part of a group instruction program. • The CDUs also have a standard Teacher Handbook which contains objectives, teaching strategies, activities and summary.
1. ***Career Development Activity Book*** 2. Oklahoma Department of Vocational and Technical Education 3. 1994 4. Book 5. Grades 7-9 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $2.00 plus 10% sh/h; +8% for personal orders; $10.00 out of state	n=2 Rating=4.00	• Each activity book has been written to meet one of the ***12 National Career Development Guidelines***. All 12 guidelines are covered. In addition, these activities also address the Oklahoma Student Learner Outcomes in language arts, social studies, and math.

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1. ***Career Development Bulletin Board Buddies*** 2. NA 3. 1997 4. Bulletin board materials 5. Undesignated 6. O=Texas Tech University, Home Economics Curriculum Center 7. $7.50	n=2 Rating=3.50	• This resource provides teachers and counselors with an effective tool to incorporate career development concepts into daily classroom activities and to help students become informed decision makers in their own career development.
1. ***Career Development Implementation Handbook*** 2. Lorna J. Harrison 3. 1990 4. Resource manual 5. Grades K-12 6. O=Texas Education Agency; D=Home Economics Curriculum Center at Texas Tech University, New Careers Center 7. $15.00	n=1 Rating=4.00	• The ***Career Development Implementation Handbook*** was created to provide teachers and counselors with the tools they need to establish a career development guidance program within a school's established comprehensive guidance program in order to help students become informed decision makers in their own career development. • The content of the ***Career Development Implementation Handbook*** is based on the ***Texas Comprehensive Guidance Program***, ***National Career Development Guidelines***, ***SCANS***, Texas Education Agency publications, and GOALS 2000. • The handbook includes sections on elementary and middle school guidance activities and provide sample activities and resource materials.
1. ***Career Discovery Encyclopedia*** 2. NA 3. 1993 4. Six-volume set of book and student activity books 5. Elementary and Middle School; Activity Books for Grades 7-8 (also available for Grade 5-6) 6. CFKR, D=Cambridge Educational 7. $99.95	n=3 Rating=3.67	• This set includes over 500 occupations to research and explore. • The occupational information is provided in articles which give descriptions of the job, level of education or training required, salary, and ways to get more information. • The articles are written at a level of understanding students will be comfortable reading. • The information can be accessed by the table of contents, occupational cluster identification symbols, cross referencing, index, and alphabetical arrangement of articles. • The encyclopedia can be used in career centers, counseling, offices, and classrooms as a research tool and reference source. • Blackline masters provide easy-to-use, high-interest activities that reinforce the career information from the ***Encyclopedia***. • Available for two age groups.

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1. ***Career Exploration for the '90s*** 2. Sunburst Communications, Inc. 3. 1990 4. Teacher's guide and 47-minute video 5. Grades 7-12 6. Sunburst Communications, Inc. 7. $99.95	n=3 Rating=4.00	• This guide explores career options and sets viewers on the path to satisfying careers by helping them match their interests, aptitudes, likes and dislikes to six personality types. • The materials illustrate careers compatible with each personality type, so students can make self-comparisons. • The video outlines six personality types, relates each to a variety of careers, and introduces people of different personality types who talk about their careers. • Numerous teacher's guide activities help students continue and complete the self-assessment process and reinforce what they learn from the program.
1. ***Career Exploration Program (CEP)*** 2. New Concepts Career Development Corp. 3. 1997 4. Hardware supplies, work stations and video 5. Middle School + 6. New Concepts Career Development Corp. 7. Portable Work Stations range from $1,295.00 to $7,495.00; Complete Work Stations range from $2,295.00 to $8,495.00	n=0 Not rated	• The ***CEP*** is a series of self-contained, self-paced, self-administered work station modules that explore 46 careers. These modules offer an interesting and motivating introduction to these careers through hands-on activities. • Activities take approximately 45 minutes to 1 hour to complete (based on class period length). • Work station modules integrate easily into existing or new programs. • Modules explore abilities, aptitudes, interests and tolerance in sex equitable, traditional, and nontraditional careers. • Students leave with a finished product in most cases. • Modules can be clustered to explore complete GOE areas. • Introduction video is available free on request.

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1. *Career Explorer* 2. The Bridges Initiatives, Inc. 3. 1994-7 4. On-line career education program 5. Middle School + 6. O=The Bridges Initiative, Inc.; D=Wintergreen Orchard House, Inc. 7. $995.00 per calendar year for a single site license Note: Recommend working with publisher to learn how to use	n=5 Rating=4.20	• ***Career Explorer*** is an on-line resource for career related information.. This is information is accessed through various areas, including Daily Articles, Student Services, Professional Services, and Tools. • ***Student Services*** include Career Planning Guide, Career Research Tool, College Databases, and Decision Making Guide. • ***Professional Services*** include Expert Advice, Introduction to Career Development, Lesson Plans, Net Resources, Professional Newsletter, School to Work Links, Teacher to Teacher, and Training Workshops. • ***The Daily Articles*** provide current information through the following access areas: Ask a Career Expert, Ask a Recreation Expert, Building Skills, Career Information, Career Links, Education Links, Employment Trends, Making Decisions, Opportunities, Recreations Information, Recreation Links, Self-Employment, Skills News.
1. *Career Explorers* 2. NA 3. 1994 4. Board game 5. Elementary School and Middle School + 6. O=Career Explorers; D=American Vocational Association, Career Research and Testing, Inc., Center on Education and Work, Sunburst, Wintergreen Orchard House, Inc. 7. $49.95	n=5 Rating=4.20	• This board game offers a technique for introducing the basic concepts of career planning within the school classroom or counseling environments. • The lesson plan is focused on the use of Modal Characteristics of various occupations, as defined by the U. S. Department of ***Labor's Dictionary of Occupational Titles***. It explains how different occupations can be categorized using the widely accepted occupational codes: Realistic, Investigative, Artistic, Social, Enterprising, and Conventional.

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1. ***Career Explosion Bulletin Boards*** 2. Oklahoma Public Information Office/Oklahoma Department of Vocational and Technical Education 3. 1994 4. Bulletin board materials 5. Grades 5-8 6. O=Oklahoma Public Information Office; D=Oklahoma Department of Vocational and Technical Education 7. $4.00 plus sh/h; +8% for personal orders; $4 out of state	n=3 Rating=4.33	• The ***Career Explosion Bulletin Board*** introduces students to vocational education. • It includes pictures of 10 vocational clusters, description cards, and activities designed to boost student interest in vocational careers.
1. ***Career Finder*** (***Career Finder Plus***, multimedia version, also now available) 2. NA 3. NA 4. Data bank 5. Middle School + 6. CFKR, D=Cambridge Educational, JIST Works, Inc., Wintergreen Orchard House, Inc. 7. $249.00, disk and manual; disk, manual, & group processing set	n=3 Rating=4.33	• ***Career Finder*** meets the needs of people with low career maturity, low reading skills, and little awareness of their career planning needs. • The data bank lists over 400 occupations representing all levels of experiences, education, salary, and outlook. • References to published documentation are included and are provided in a simple format to keep the user moving quickly throughout the material. • A batch processing enhancement is available which allows the maintenance of career information on up to 50 students at a time.
1. ***Career Folder*** 2. Oklahoma Department of Vocational and Technical Education 3. 1996 4. Career planning folder 5. Grades 8+ 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $10.00 for set of 30	n=3 Rating=4.00	• The ***Career Folder*** can serve as a foundation for students in building their career portfolio. Students can record and house pertinent career information in the folder.

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1. ***Career Gallery*** 2. Oklahoma Department of Vocational and Technical Education 3. 1992 4. Book 5. Grades 7-8 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $18 per set in state(each set contains 30 Career Galleries); $36 per set out of state	n=1 Rating=4.00	• This book is designed to help students realize they are in charge of their future. In comic book format, this book uses the concept of video games to hook student into thinking about their future career. Students' interests, abilities, values, and strengths are good clues to possible occupations they might want to explore. ***Career Gallery*** helps them identify what those attributes are and how to relate them to certain occupation groups.
1. ***Career Gateways*** 2. CFKR; Marty Sabich, Project Developer 3. 1997 4. Student booklets and answer folders 5. Elementary and Middle School 6. CFKR 7. TBD, set of 25 booklets	n=1 Rating=4.00	• ***Career Gateways*** is designed for students to focus on their interests, career exploration skills, and career planning skills. • Students will become more familiar with the ***Skills-based Job Family Matrix*** and the skill and ability requirements associate with a job family. • Students use ***Career Gateways*** to develop the skills required to: locate, understand, and use career information to plan for a career; identify education and training for various careers; identify personal interests, ethics, and values to formulate a work ethic; begin development of an individualized career plan. • ***Career Gateways*** involves students in their future goal planning and is a self-directed program in which the teacher can offer guidance only when needed by the student. • Related materials include the ***Skills-Based Job Family Matrix Poster***
1. ***Career Guidance Inventory*** 2. James E. Oliver 3. 1972, with continuous updates 4. Booklets, answer sheets, administrator's manual 5. Grades 7+ 6. NA 7. $30.00, package of 10 booklets; $35.00 package of 25 answer sheets; $6.00 administrator's manual; free sample evaluation packet	n=2 Rating=3.00	• Paired comparison item strategy inventory items are presented in relative pairs to help student identify their interests and focus their answers in a meaningful way. • Each inventory includes 235 paired activity decisions. • Total scores are available for 47 fields of study as defined ***in Classification of Instructional Programs***. • This tool uses a separate 12-page inventory booklet and 12-page answer sheet/interpretation guide.

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1. ***Career Information Delivery System/Modular C-LECT*** 2. Chronicle Guidance Publications, Inc. 3. 1997 4. Software 5. Middle School + 6. O=Chronicle Guidance Publications, Inc. 7. $950.00 each for Networked C-LECT; CD-ROM C-LECT; or Modular C-LECT purchase, lease, renewal for all five modules **Prices for Career Information Deliver System Modules:** Occupational Search Module, Vocational School Module, College Module, and Financial Aid Module - $200.00 each for hard disk or CD-ROM; ccupational Information Module - $300.00 for hard disk or CD-ROM	n=5 Rating=3.60	• The electronic five-module format adapts to priorities of the user and permits counselors to update career information databases module-by-module as the need arises and as budgets allow. • Student may use ***Module C-LECT*** (one module only., or any module in combination with other modules) helps students explore career and educational options. • ***Module C-LECT*** keeps records of individual student activity. Printouts are available for parents, students, and administrators. The 40-minute format provides on screen instructions. • The program provides more than 600 ***Chronicle Occupational Briefs*** providing more than 2,500 occupation titles. • Databases are updated annually. • Site-licensed for unlimited campus use. • Content is indexed to ***DOT, GOE*** (e.g. ***Chronicle Career Quest***), ***SOC***, ***Holland Occupational Code*** (e.g. ***SDS, Strong***, and other ***RIASEC*** inventories),and the ***ASVAB*** instrument. • Content adheres to NOICC NCDG and ACSCI Guidelines. • The program can be used with Chronicle Career Quest, Career Paths and Report to Parents. ***Career Information Delivery System*** modules include: • *Occupational Search Module* - Users enter responses to a 100-question Temperament Survey, GOE Interest Areas (e.g. Chronicle Career Quest), Holland Codes, (e.g. SDS, Strong, and other RIASEC inventories, and/or ASVAB 18/19 Same Grade/Same Sex Percentile scores, and planned education. Optional criteria are preferred work environment and physical demands. From a database of more than 2,500 occupation titles, the module produces a list of occupations meeting user criteria. Information on National Apprenticeship also available. • ***Occupational Information Module*** - Users may access Chronicle Occupational Briefs for any descriptions of occupation related information. • ***Vocational School Module*** - Users can obtain information on more than 3,500 vocational schools and more than 920 programs of study • ***College Module*** - The program contains information on more than 2,400 two-year and more than 1,800 four year postsecondary institutions. • ***Financial Aid Module***

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1. ***Career Inventories for the Learning Disabled (CILD)*** 2. NA 3. NA 4. Test kit, manuals, inventories 5. Middle School + 6. CFKR 7. $50.00, test kit (50 forms, inventory, and manual); $17.00 single manual; $20.00, 50 attributes/ability inventories; $10.00, 50 interest inventories	n=2 Rating=4.50	• This program uses personality, ability and interest to help direct learning disabled students of all ages toward intelligent and realistic career choices. • Three inventories are included: The Attributes Inventory, The Ability Inventory, and the Interest Inventory. • The inventories are administered individually by an examiner who reads the inventories and tabulates the student's responses to questions. No special expertise is required to administer ***CILD***. • The manual provides information on administering and scoring the tests.
1. ***Career Investigation Guide: A Comprehensive Career Exploration Curriculum for School-To-Work Transition, 2nd Edition*** 2. Career Education and Training Associates, Inc. 3. 1996 4. Comprehensive curriculum guide 5. Grades 7-12 6. CETA/OSU 7. $250.00	n=1 Rating=3.00	• This 2000-page guide is a comprehensive curriculum for grades 7-12 for incorporating classroom practices and teaching methods. • Designed for 90 days of instruction, the content includes teacher or counselor resources and is flexible regarding scope and sequence. • Activities are tied to unit goals and objectives. • Unit and course evaluation instruments are provided. • Local, state, and national data that schools have, such as career information systems, testing, and labor market information may be easily integrated. • It also provides a complete career planning process intended to provide a developmental curriculum for use with the ***COPP***.

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1. ***Career Journeys*** 2. NA 3. NA 4. Booklet and answer folder 5. Middle School 6. CFKR 7. $78.75, 25 booklets and 25 answer folders	n=2 Rating=4.00	• ***Career Journeys*** is a complete career assessment and educational planner. • ***Career Journeys*** emphasizes the concept of job families, skills-based job levels and the importance of cross-functional job skills. • This knowledge will help student identify their abilities that can be used in many areas, making it easier for them to find several jobs in which they can excel. • After using ***Career Journeys***, students will have developed the skills necessary to analyze career options in relation to their abilities and personalities. • Students will also be able to identify differing levels of educational preparation and examine the related career preparation options in school and in the community. • The ***Career Journeys*** program works along with the Career Gateways program in that once students have learned the skills to analyze their career plan, they can review and update the individual Career Plan and can set up an Education Plan. • ***Career Journeys*** helps student prepare for high school and the next step of career planning.
1. ***Career Match*** 2. Cambridge Educational 3. 1993 IBM/1994-Mac 4. Software 5. Middle School + 6. O=Cambridge Educational, D=JIST Works, Inc. 7. $149.00, IBM and Mac	n=2 Rating=3.00	• This disk-based program is a condensed version of the ***Career Counseling System***. • Students systematically define their interests and objectives, then match them to a database of more than 500 occupations. • They investigate the characteristics and qualifications for any particular occupation, then organize a plan to enter an appropriate vocational school, college, or the job market. • The system saves students' profiles and allows them to complete or change responses at any time.
1. ***Career Options Planning Materials for 6th-9th Grades*** 2. Wisconsin Career Information System 3. 1994 4. Teacher's guide and student activities organized by units; portfolio 5. Grade 6-9 6. O=Center on Education and Work; D=American Vocational Association, Wintergreen Orchard House, Inc. 7. $39.00 set of 30 for each grade level	n=2 Rating=4.00	• This set of material includes student activities designed to help the classroom teacher deliver lessons on career development. • Each activity begins with instructions for the teacher, and activities are grouped by units. • Each unit includes at least one activity worksheet to be placed in the student's ***Career Options Portfolio***.

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1. ***Career Orientation Planning Profile (COPP)*** 2. National Guidance Consortium 3. 1995 4. Planners, portfolios, student, teacher, and parent information sets 5. Grades K-12 (postsecondary also available) 6. CETA 7. $85.00, School Starter Set (all manuals, student forms, parent materials, etc.) for class of 30; $29.00 Counselor/Teacher Guide; $16.00 orientation video; $25.00 Student Career Planning Guide, set of 30; $9.00 Career Planner, set of 30; $9.00 My Career Portfolio; $8.00, Parent Brochure, set of 30; $9.00 Parent Information Files, set of 30 (all grade levels)	n=6 Rating=4.00	• The ***Career Orientation and Planning Profile (COPP)*** is a unique career guidance tool. ***COPP*** identifies and correlates many of the dynamics of one's life through assessments by and interaction with a counselor, teacher, or a close, personal associate. The ***COPP*** provides structure to the process of learning to pursue occupational interest areas in a methodical manner. Individual are able to examine their interests, goals, and past experiences for the purpose of creating a realistic career plan. This plan includes data for course selection, indications for further training, and consideration of suitable occupations. • ***COPP*** provides materials that cover: Self Discovery, Career Planning and Credential Development, Scoring and Reporting, Training Support, Career Planning Support. • ***COPP*** provides parent career files for grades K-3, 4-6, 7-9, and high school to be used in conjunction with other ***COPP*** materials.
1. ***Career Pathways Toolbook: Materials for Teachers and Counselors*** 2. The Curators of the University of Missouri - originally published as ***Career Paths Toolbook*** 3. 1996 4. Resource guide 5. Middle School + 6. O=Instructional Materials Laboratory 7. NA	n=3 Rating=4.00	• The ***Career Pathways Toolbook*** is designed to be used with the ***Exploring Career Pathways: A Guide for Students and Their Families*** booklet. • The purpose of the toolbook is to provide junior high and high school counselors and teachers with: an understanding of a career pathways philosophy and an overview of the career pathways concept; information on how to implement the career pathways concept; and easy-to-use resource information and materials that correspond to the Exploring Career Pathways booklet. • Counselors can use individual pages when working with students during career counseling and/or course selection. • Materials can provide ideas for organizing a career resource center. • Some pages can be used as handouts, transparencies, or posters during programs on career decision making and can also be used in career pathways displays. • Components can also be used by faculty as they incorporate career information into their curricula.

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1. ***Career Pathways Toolbook*** (Texas' adaptation of the ***Career Pathways Toolbook***) 2. NA 3. 1996 4. Resource guide 5. Middle School + 6. O=Texas Tech University, Home Economics Curriculum Center 7. NA	n=0 Not rated	• The ***Career Pathways Toolbook*** is designed to provide supplementary materials for teachers and counselors who are using ***Exploring Career Pathways***. • This toolbook provides resources and activiteis that supplement each step of the student workbook.

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1. *Career Planning Survey* 2. ACT, Inc. 3. 1997 4. Machine scorable assessments of interests and abilities, plus self-ra of abilities, manuals, reusable test books 5. Grades 8-10 6. O=ACT, Inc. 7. Option A - $3.40 each; Option B - $2.90 each; Manuals - $7.50 each; Reusable test booklets - $.55 each (volume discounts available)	n=5 Rating=3.60	• ACT's Career Planning Survey is a career guidance assessment system that provides four comprehensive activities for students in grades 8-10. - Two Academic Ability Tests - covering reading comprehension and numerical skills -- help students understand the importance of these two abilities in all occupations. Results are nationally normed by grade level. - An Inventory of Work-Relevant Abilities helps student rate themselves in 15 work-relevant ability areas, many of which are not assessed by tests. The inventory provides scores on six scales corresponding to six career clusters--Business Contact, Business Operations, Technical, Science, Arts, and Social Service. - The Unisex Edition of the ACT Interest Inventory (UNIACT) assesses student likes and dislikes for 90 common activities. UNIACT is especially helpful for younger persons who have not made the connection between the work world and the activities they like to do. Like the Inventory of Work-Relevant Abilities, UNIACT provides scores for the six career clusters. Scores from UNIACT and the Inventory of Work-Relevant Abilities are linked to the World-of-Work Map, which locates career fields according to their involvement with data, ideas, people, and things. The World-of-Work Map helps students bridge the gap between test scores and the work world. • Career Planning Survey benefits and advantages include that it is: - A comprehensive career guidance program that can prepare students to make informed education and career decisions early in high school - A component of school-to-career transition strategies - Information to help schools meet Perkins Act requirements - An organizing force for school and curriculum restructuring - An efficient, cost-effective system - Flexible and quick - Integrated career assessment - Linked to individualized career exploration and information systems

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1. ***Career Preparation 2000*** 2. New Concepts Career Development Corp. 3. NA 4. Turn-key program, including hardware, software, and videos 5. Middle School + 6. O=New Concepts Career Development Corp. 7. Components priced individually	n=2 Rating=3.50	• ***Career Preparation 2000*** is is a comprehensive curriculum model designed to meet the delivery of services to individuals. The model is comprehensive in scope yet flexible enough to utilitize existing strategies and equipment. The model approaches oreintation to technology by providing earotivation, orientation, exploration and hands-on experiences. • ***VIAS, OIP, SOS,*** and ***Careers 2001*** are interest identification componenets. • ***Snapshot*** is the vocational assessment component. • ***VES*** and ***CEP*** are hands-on career preparation and orientation to technologies activities components. • ***Careers 2001*** is the career exploration component. • Additional materials for high school and beyond are also available.
1. ***Career Search TLA*** 2. Oklahoma Department of Vocational and Technical Education 3. 1996 4. Student edition book 5. Grades 6-10 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $5.00 for teacher's edition; $5.00 for student's edition; +8% for personal orders; teacher's edition $27 out of state; student edition $16 out of state	n=1 Rating=4.00	• This book enables students to explore approximately 300 separate jobs. • Readers can gain the insight to make wise career and educational decisions. In a structured format, the ***Career Search TLA*** encompasses eight days of exploratory activities using Career Search software. Technology Education has developed several ***TLA***s, all within the eight-day format. All ***TLA***s have a career component dealing with the specific technologies covered within that ***TLA***.
1. ***Career Self Assessment: Where Do You Fit?*** 2. Learning Seed 3. 1993 4. 26-minute video 5. Middle School + 6. O=Learning Seed 7. $89, preview available	n=1 Rating=4.00	• Recommended for middle school through high school students, this video shows viewers how to identify the basic career clusters and select one that best fits their talents and interests. • Clusters include body workers (working with objects, machines, plants or animals), data detail (working with details, paperwork), investigators, persuaders, creators and service workers (who assist, cure, or teach others). • Specific jobs within each cluster are examined, and job prospects and the advantages and disadvantages of each cluster are pointed out.

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1. ***Career Talk*** 2. Oklahoma Department of Vocational and Technical Education 3. 1996 4. Video 5. Grades 6-8 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $10; $20 out of state	n=1 Rating=4.00	• This seven-minute video shows 6th-8th graders talking about their career plans. • The video is divided into three sections: career plans, importance of school, and plans of study. • This video introduces students to the importance of career planning and how it affects their future.
1. ***Career Video Tours*** 2. NA 3. NA 4. Set of 5 videos - 25 minutes each 5. Middle School (Elementary also available) 6. Academy Productions; D=CFKR, JIST Work, Inc., Wintergreen Orchard House, Inc. 7. $79.95 each; $389.95, complete set of 5	n=1 Rating=4.00	• A new video series with a new concept: elementary and middle school age students interview real people in real professions in their actual work environments. • The videos move through a variety of professions. • Career decision making information is given on three major job groups and a total of 46 specific jobs with excellent employment opportunities into the 21st century. • The elementary version is fifteen minutes; middle school version is twenty five minutes per video.
1. ***Career-O-Ram-A*** 2. Wintergreen/ Orchard House, Inc. 3. 1995 4. Interactive multimedia CD-ROM 5. Grades 3-7, plus special populations 6. O=Wintergreen Orchard House, Inc.; D=American Guidance Service, Inc., JIST Works, Inc. 7. $299.00 for IBM and Mac, discount available on purcharse of 5 or more copies	n=3 Rating=4.33	• ***Career-O-Ram-A*** combines animation, photography, voice interviews, and music in an attention-getting learning tool. • Student can explore more than 140 different careers to help Dex find the perfect job. • Students click on photographs of actual workers and professionals to learn the specifics of a career. Students both see and hear what the person does at work. The text brings workers to life as they describe exactly what they do for a living and what it is that they like about their jobs. Suggested school subjects, salary, educational requirements and outlook information are shown in an easy to understand graphic format and presented in terms a 3rd grader can understand. • ***Career-O-Ram-A*** separates the organized occupations into twelve clusters covering occupations at all educational levels in the U. S. labor market. • ***Career-O-Ram-A*** is a tool kids can use on their own. The program is completely student-driven, letting exploration happen in any order.

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1. ***CareerQs*** 2. Vocational Research Institute, a division of Jewish Employment and Vocational Service 3. 1995 4. General guidance version includes: CD ROM, 5-part video series and lab activity book; LEP version also available 5. Middle School + 6. O=Vocational Research Institute 7. General guidance version, $429.00; LEP version, $599.00	n=2 Rating=4.00	• ***CareerQs*** is a multimedia career awareness program which incorporates video and CD ROM to introduce students to high-growth careers. The LEP version integrates a print curriculum designed to improve reading, writing, and speaking skills while fostering career interest and planning. • The package includes a 45-minute, five-part occupational video (called an Occudrama™) that places career exploration into a realistic story. Backing up the videos is a highly interactive CD ROM which provides an additional view of these occupations highlighted in the video series, including terminology and SCANS competencies. • The LEP/at-risk version integrates course work and high-impact teaching materials to help students develop an understanding of the world of work and its relations to academic success, while improving English language skills. These collaborative and individualized efforts culminate in a student "portfolio," a record of personal growth and preliminary career and educational plans.
1. ***Careers 2000*** 2. NA 3. 1993 4. 3-part video series 5. Middle school + 6. D=Instructional Materials Laboratory, JIST Works, Inc. 7. $275.00, video series	n=3 Rating=3.67	• This resource is a three-part career guidance video series emphasizing personal information gathering, career exploration and preparing for the future. • It introduces career exploration, planning and education for middle and senior high school level students. • Each tape is approximately 25 minutes and comes with reproducible worksheet.
1. ***Careers 2001*** 2. New Concepts Career Development Corp. 3. 1997 4. Hardware, booklets, and video 5. Middle School + 6. New Concepts Career Development Corp. 7. $2,500 (IBM only)	n=0 Not rated	• ***Career 2001*** is a self-contained, computer driven, state-of-the art career/job exploration product which includes the following features and benefits. • The program searches DOT data base for job descriptions, wage information, job requirements, fastest growing jobs; users set their own profile. • The program contains disks, manuals, surveys, and software for students to use. • ***Careers 2001*** allows the development of a valid career through assessment and transferable skills procedures; allows the individual to search the database for careers and jobs matching his/her profile; allows the individual to compare the profile to successful performance profiles; allows the individual to modify career profile to explore career and job availability based on increased skill level. • The program provides reports.

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1. ***Careers and Opportunities*** 2. NA 3. NA 4. 10 softcover texts 5. Middle School + 6. NA 7. $7.55 each book; 8. for all 10 books	n=1 Rating=3.00	• ***Careers and Opportunities*** offers a look at a wide range of job possibilities within several different areas. • Each book provides current information on various career paths within a given field, from entry-level on up the scale. • The books foster independent thinking and build self-esteem and value by showing students how they can contribute to society. • The texts help students practice communication and information-gathering skills. • Each book describes several opportunities in a specific field, education needed potential salaries, responsibilities, a glossary of terms, and a list of additional resources.
1. ***Careers in Action Poster Pak*** 2. R. Scott Jones 3. 1997 4. Poster set of careers which include job related information 5. Grades 7-8 6. O=Meridian Education Corporation, D=Wintergreen Orchard House, Inc. 7. $98.00 (set of 36)	n=2 Rating=2.50	• This packet includes 36 illustrated 17"X22" full color posters. • Job-related information includes the nature of the work, working conditions, training/education, earnings, employment outlook, and related occupations. • Every title has been carefully selected to give the greatest job variations possible based on the career clusters in the ***Occupational Outlook Handbook***. • These posters can be displayed in the library, the classroom, and the guidance center and can be used for special projects and career days, or to generate interest any time. • The packet includes a Teacher's Guide.
1. ***Careers in Action Poster Pak II*** 2. R. Scott Jones 3. 1998 4. Poster set of careers which include job related information 5. Grades 7-8 6. O=Meridian Education Corporation 7. $69.00 (set of 18)	n=1 Rating=3.00	• This packet focuses on the Professional Specialty Occupations covered in the Occupational Outlook Handbook. • 18 separate occupations are illustrated on 17" X 22" full color posters. • Job-related information includes nature of the work, working conditions, training/education, earnings, employment outlook and related occupations. • Each title has been carefully chosen to give the greatest job variations possible. • The set includes a teacher's guide with additional information and activities. • Minority and ethnic groups as well as male an females in nontraditional roles are depicted in the posters.

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1. *Careers in Math: From Astronauts to Architects* 2. HRM Video 3. NA 4. Video kit 5. Grade 5-9 6. HRM Video 7. $175.00	n=1 Rating=5.00	• In this video, students are taken on a tour through careers where they can see professionals using math on the job. • The video attempts to blast the myth that mathematics has no purpose outside the classroom. Two student hosts, looking to find an occupation that does not require math skills, see how number sense, critical thinking, and reasoning skills are essential in just about every walk of life. Art, cooking, even cosmetology are just some of the fields in which students will see math in action. • The video also delves deeper into the mathematical applications that arise in high-interest careers, such as fire fighting, computer game programming, and environmental engineering. • When the video is over, follow up activities capitalize on student interest by inviting them to assume the role of real-world professionals. Students work together to solve a variety of on-the- job problems, such as planning a menu for their own restaurant, or finding the quickest route to a fire. Worksheets are designed to help students use a variety of creative-solution strategies. Students will gain understanding of how algebra and geometry are applied to real-life situations, as well as new insight into their own potential.
1. *Careers in Technology* 2. NA 3. 1995 4. Video 5. Middle School + 6. O=Meridian Education Corporation 7. $79.00	n=3 Rating=3.67	• Viewers will learn about the opportunities to work in the expanding world of technology as they examine a wide variety of jobs. • Included are: transportation, power, energy sources and alternative sources, communications, graphic communications, construction, and manufacturing. • Growth potential, educational requirements and a salary range provide helpful information for career planning and future job training.
1. *Careers on the Internet* 2. NA 3. 1996 4. Video 5. Middle School + 6. O=Meridian Education Corporation 7. $99.00 (set of 18)	n=3 Rating=3.67	• Students can uncover new opportunities and learn how to set a fast pace on the career track with this industry case study. • The video teaches students to surf the net to see what happens behind the scenes and recognize the potential for growth. • Careers highlighted include: Web Site Developer, Webmaster, Web Technical Support, Marketing, Customer Support, Web Engineer, On-line Sales, Conferencing Manager, Software Engineer, Human Resources.

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1. ***Careers, Pacemaker Curriculum*** 2. NA 3. NA 4. Book and workbooks 5. Middle School + 6. NA 7. $31.95 hardcover text; $9.50, critical thinking workbook, $.95 hardcover text and workbook answer keys; $82.95 classroom resource binder; discounts on sets	n=1 Rating=3.00	• **Careers** is part of the ***Pacemaker Curriculum***. • Students work through a career planning process, step-by-step. • The text is written in a simple, straight-forward style and chapters follow a consistent organization. • Learning aids include objectives for every chapter, definitions of key vocabulary words, and summaries and quizzes that provide continuous review and reinforcement. • Content highlights include lessons on skill-building in school, ways to get experience, applying for jobs, working with people, and changing with the times. • The student workbook builds the vital skills of application, analysis, synthesis, and evaluation while helping students make connections, draw conclusions, and formulate judgments about the material they are studying.
1. ***CDM Career Video Tour*** 2. Rich Feller and Joe Vasos 3. 1993 4. 2-video set 5. Middle School + 6. American Guidance Service (AGS) 7. $149.00	n=0 Not rated	• This video set introduces students to real life careers within a two-videotape series which includes seven segments and a seven minute overview of the workplace and six individual segments running eight minuteseach covering Crafts, Scientific, The Arts, Social, Business, and Office Operations careers. This makes a career unit for classroom instruction. • The set is used by over 3,400 schools. • (This resource was added to the list after the ratings were solicited.)
1. ***CDM Revised (The Harrington O'Shea Career Decision-Making System Revised)*** 2. Thomas F. Harrington and Arthur J. O'Shea 3. 1992 4. Hand-scored booklets with leader's instructions 5. Middle School (also available in Level 2) 6. American Guidance Service (AGS) 7. $49.95, CDM Hand-scored Level 1, set of 25 booklets, directions; $44.95, 5-19 sets; $41.95, 20+ sets; Manual; Sampler available - $9.95	n=5 Rating=4.00	• This assessment tool matches today's careers to individual interests, values, abilities, and plans. • The tool provides students with action steps and suggested resources for exploring careers. • The Level 1 assessment is written at a fourth grade reading level. Level 2 is also available.

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1. ***Choices, Jr.*** 2. Careerware 3. NA 4. Software 5. Grades 4 + 6. Career Ware; D=Chronicle Publications, JIST Works, Inc, ISM 7. $395.00, MAC and IBM versions	n=6 Rating=3.67	• This software program deals with career awareness issues--how personal needs, abilities, attitudes, and expectations impact on career alternatives; how career decisions impact on people's lives; and the importance of making well-informed decisions. • 3,500 occupation profiles are organized into 20 career fields and 250 occupational groups, and each profile includes description, interests, education required, personality types, working conditions, related school subjects, abilities.
1. ***Chronicle Career Quest: An Interest Inventory and Career Planning Program*** 2. Chronicle Guidance Publications, Inc. 3. NA 4. Interest inventories, interpretation guide, administrator's guide, career paths form, parent's form, and support materials 5. Middle/Junior High School (High School version also available) 6. O=Chronicle Guidance Publications, Inc. 7. $3.50 and $13.50, Specimen Sets; CCQ Form S Kit of 25 - $60.50; Career Paths Form S, $8.50 package of 10; Administrator's Guide $1.25; Technical Manual, $15.00, Career Crosswalk, 1-4 copies, $12.00 each; Report to Parents, set of 50, $25.00 Other prices available for orders of larger number of materials	n=6 Rating=3.67	• ***Chronicle Career Quest*** is a total career planning program, from inventory to actual career planning. • Students proceed from the 40-minute Interest Inventory directly into career exploration and planning. • ***Career Paths*** guides student through active career exploration with cognitive involvement. • The ***Report to Parents*** provides parents with a summary sheet of the student activities. • The ***Career Crosswalk*** provide alphabetical cross-references to ***DOT, GOE, SOC, Chronicle Occupation Briefs***, and ***Modular C-LECT***. • The ***Administrator's Guide*** provide complete information for administering and interpreting ***Chronicle Career Quest*** • ***Technical Manual*** provides details on the design and development of ***Chronicle Career Quest***.

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1. ***Chronicle Occupational List (Briefs and Reprints)*** 2. Chronicle Guidance Publications, Inc. 3. Various 4. Occupational information sheets 5. Grades 7+ 6. O=Chronicle Guidance Publications, Inc. 7. List - free; set of Briefs - $325.00 unbound; individual Briefs, $2.00 each for 1-9, $1.60 each for 10+	n=5 Rating=3.60	• Chronicle supplements its ***Occupational Briefs*** by reprinting selected articles on occupations from periodicals, trade and technical journals, and national associations. • The ***Briefs*** present career information on occupations. Briefs are revised on a four-year cycle.

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1. ***COIN Career Targets*** 2. Rod Durgen 3. 1997 4. Student assessment and planning workbook; poster; implementation guide; portfolio, educational inventory; and basic skills and interest assessment 5. Middle School 6. COIN Educational Products 7. $19.50, package of 10, student workbooks; $13.95, implementation guide; $12.95, poster; ***Individual Career Planning Portfolio***, $75.00 per package of 100; ***COIN Educational Inventory***, $24.50 per package of 10; ***COIN Basic Skills & Interest Assessment***, with IBM compatible scoring diskette for in-hous scoring, $47.50 per package of 10; with machine scoring by COIN, $57.50 per package of 10 ***COIN Jr.*** software available free with purchase of 200 or more ***Career Targets***	n=6 Rating=4.17	• This booklet helps students learn about the relationship between interests, education and careers. • It contains self-scoring interest assessment that provides immediate results. • Written at the 6th grade level, the book defines career clusters by occupations and education levels. • The system is designed to satisfy requirements for state mandated individual career plans. • Student can proceed through three steps to discover the vast number of career options available and learn about the importance of education in achieving career goals: Step 1) Interest Assessment (self-scored, self-administered inventory, link students' like and dislikes to 14 career clusters and occupations examples); Step 2) Career Exploration (exploration of the world of work through are career clusters and job characteristics); Step 3) Educational Planning (activities focused on obtaining skills that meet job requirement, with emphasis on high school planning). • Other related products include: ***Individual Career Planning Portfolio***, ***COIN Educational Inventory***, and ***COIN Basic Skill & Interest Assessment***

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1. *COIN Jr.* 2. COIN Education Products 3. 1997 4. Computerized career guidance program 5. Middle School + 6. COIN Educational Products $349.00 (***COIN Jr.*** software available free with purchase of 200 or more ***COIN Career Targets*** or 200 or more ***COIN CLUE***)	n=3 Rating=4.33	• ***COIN Jr.*** is a computerized career information system. Through the use of this program, student access occupational information and explore the linkage between high school subjects and related careers. • Features include: Occupation Search, Quick Occupation Scan, High School Subjects Scan, and Occupational Batch Print. • ***COIN Jr.*** is available for IBM compatible and Macintosh computers, including networks. • The software is designed so student can use ***COIN Jr.*** without training.
1. ***Color Works II*** 2. NA 3. 1996 4. Teacher' packet with instructions, student activity sheets, craft supplies, and video 5. Elementary and Middle School 6. Clear Choice Educational Services, Inc.; D=CFKR, JIST Works, Inc., Learning Well 7. $59.95, Color Works II; $130.00 for entire set (I & II); $79.95 for Color Works I set	n=3 Rating=3.67	• ***Color Works I*** is a multi-cultural, hands-on, student-based activity program that includes a coloring book format. • Each career covered contains a short story, coloring page, activity page, and a list of related careers. • These formats are successful in presenting career information to very young children. • ***Color Works I*** comes complete with a teacher's manual, student worksheets, and a Kidsong video • The complete kit includes a Teacher's Manual with complete lesson plans, career tracks, vocabulary word lists, occupational profiles and related occupations. Also included are reproducible student books with activities for each career, along with multicultural crayons.

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1. ***Complete Job Search System, The*** 2. Cambridge Educational 3. 1997 4. Video 5. Grades 7+ 6. O=Cambridge Educational 7. $69.00 each or $295.00 for set of 5 videos	n=0 Not rated	• This comprehensive five part job search series introduces job seekers to the current information and techniques in selecting a career and getting a job. Designed to be of use to a wide variety of viewers, these programs contain informative interviews, helpful tips, and colorful graphics. • The video series includes: **Planning Your Career** - This program shows viewers how to selected a career by engaging in a reflective self-assessment process. **Career Evaluation** - This program shows viewers how to relate their interests, skills, education, training, values, and lifestyles to specific occupations in the world of work. **Finding A Job** - This program discusses the many ways to find job openings using both conventional job search methods and unconventional job search methods. **Interviewing for a Job** - This program covers preparing for your interview, dressing for your interview, using body language to your advantage, articulating your skills and abilities, answering difficult questions, and handling salary and benefit issues. **Succeeding on the Job** - This program show s how to survive on the job and how to get ahead.
1. ***Comprehensive Guidance Kits*** 2. NA 3. 1993 4. Curriculum kits 5. Grades 6-9 (Grades K-6 and 9-12 also available) 6. Instructional Materials Laboratory 7. $120.00	n=4 Rating=4.25	• This award winning curriculum contains an administrator's manual (for K-12) with information on structural and programmatic components, implementation steps, how to involve others, and personnel and program evaluation. • Each kit has approximately 250-300 guidance learning activities in each educational level and addresses competencies keyed to ***Missouri Comprehensive Student Needs Survey***. • Kit comes in a storage box with manual, activities, and transparency masters.
1. ***Cumulative Record Folder*** 2. Chronicle Guidance Publications, Inc. 3. 1989 4. Folder 5. Grades K-12 6. O=Chronicle Guidance Publications, Inc. 7. $ .60 each, 1-99 each, $45.00 per 100, 100-499; $35.00 per 100, 500+ Student plans and reports $8.00 1-499, per 100; $6.00 500+, per 100	n=2 Rating=2.50	• For recording pupil progress from kindergarten through grade twelve, this cumulative record folder has space for recording student data. • Easy-to-complete student plans and reports are also available, including: Interview Record Sheet Observation Record Sheet Personality Report Sheet Four Year Educational Plan Division of Career Education/Cooperative Training Sheet

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1. ***Developmental Guidance: Classroom Activities*** 2. Center on Education and Work 3. 1991-92 4. Book format for teachers, with outlined classroom activities 5. Grades 7-9 (Grades K-3, Grades 4-6 and Grades 10-12 also available) 6. O=Center on Education and Work 7. $39.00, Grades 7-9; $139.00, all 4 volumes	n=7 Rating=4.57	• This series of books based on the NCDA guidelines is designed for educators. • Each book includes classroom activities and a cross-reference matrix to locate activities for curriculum areas and NCDA competencies.
1. ***DISCOVER for Junior High and Middle Schools*** 2. ACT, Inc. 3. 1992 last update 4. Software for IBM and Apple II 5. Grades 6-9 6. O=ACT, Inc. 7. One time perpetual license fee: Single user station - $630; Multiple user stations at one site - $950; Multiple user stations at multiple sites - $580 per site	n=7 Rating=4.29	• ***DISCOVER for Junior High and Middle Schools*** was conceived and designed specifically for use by students prior to entering high school. The system begins by helping users become more aware of their personal interests and abilities. Then ***DISCOVER*** helps them explore options and make plans based on an awareness of their own unique abilities and interests. Through this process, the system supports the guidance program for all students. • With ***DISCOVER***, student will develop a sense of career focus and educational purpose that will guide them through the transition into high school. • ***DISCOVER*** content is built on a conceptual model for organizing information about occupations. This model, ACT's World-of-Work Map, organizes and simplifies career exploration. The Map gives meaning to career exploration by grouping the entire range of current and emerging occupations into a few logical and understandable categories. Job categories are located on this Map based on the extent to which they involve working with Data, Ideas, People, and Things. • The same occupational classification system is used in all of ACT's career and educational planning programs, including the ACT Assessment Program. When used with high school level and older audiences, the World-of-Work Map is modified to include additional detail. • ***DISCOVER for Junior High and Middle Schools*** contains three major content sections plus a brief entry/exit section.: Entry/Exit, Part 1: You and the World of Work, Part 2: Exploring Occupations, and Part 3: Planning for High School.

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1. ***Dream Catchers*** 2. Norene Lindsay 3. 1993 4. 64-page student activity book with related instructional materials 5. Intermediate Grades 6. JIST Works, Inc., D=CFKR, Wintergreen Orchard House, Inc. 7. $29.95, set of 10 workbooks; $14.95, teacher's guide; $19.95, 80 reproducible activity sheets	n=7 Rating=4.29	• ***Dream Catchers*** has been carefully designed to meet NOICC guidelines. • ***Dream Catchers*** is an affordable solution for initial career and educational awareness in the upper elementary grades. • These materials are interesting, engaging, and easy to understand and use. The workbook, plus teacher's guide and a book of activity sheets create a complete, flexible program for use in class settings. • The activities are arranged in three clusters of related topics: 1. Capture Your Dreams: The Choice is Yours 2. The Stuff Dreams Are Made Of: Discovering Your Skills 3. Make Dreams Come True: Ability, Effort, and Achievement • Students can work on activities independently, in small groups, or as part of a class. • The Teacher's Guide is thorough with step-by-step lesson plans which are easy to adapt for special populations such as learning disabled or at-risk students.
1. ***Educational Planning for Your Career*** 2. NA 3. 1993 4. Video program on career exploration 5. Grades 7+ 6. O=Meridian Education Corporation 7. $95.00	n=1 Rating=3.00	• This video shows students the importance of educational planning as a prerequisite for finding a successful career. • It explores important concepts such as lifelong learning, credentials, competencies, and the correlation between education and career while considering individual interests and talents. • This video presents a realistic scenario, a group of typical eighth graders embarking on an adventurous scavenger hunt, only they're actually search for answer to real questions concerning the adult world of work.
1. ***Electronic Enhanced DOT CD-ROM*** 2. JIST Works, Inc. 3. 1995 4. Software 5. Grades 7+ 6. D=Center on Education and Work, Chronicle Guidance Publications, Inc. 7. $295.00, CD-ROM; $600.00, network version CD-ROM	n=3 Rating=4.00	• This program allows fast, easy access to information from the ***Dictionary of Occupational Titles (DOT)***, ***Occupational Outlook Handbook (OOH)***, complete ***Guide for Occupation Exploration (CGOER)***, and ***Worker Traits Data Book***.

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1. ***Encyclopedia of Careers and Vocational Guidance CD-ROM*** 2. NA 3. NA 4. CD-ROM 5. Middle School + 6. D= Cambridge Educational, Chronicle Guidance Publications, Inc., JIST Works, Inc. 7. $199.95, Windows or Mac	n=3 Rating=3.33	• This CD-ROM is equivalent to the tenth edition of the popular four-volume career reference set. • It provides quick access to more than 500 articles detailing more than 1,500 occupations. • A new "search engine" allows custom searches by school subjects, job growth, ***DOT*** or ***GOE*** categories, job titles, certification, level of education, personal interests, earnings, and work environment. • 150 military careers have been added along with 300 photos.
1. ***Enter Here*** 2. Enter Here LLC 3. 1995 4. 100 10-minute individual career videos, print materials 5. Middle School + (also available for high school/adult) 6. O=Enter Here; D= American Guidance Service, Inc., Attainment Company Inc., Cambridge Educational, Chronicle Guidance Publications, New Careers Center, Sunburst Communications, Inc., Wintergreen Orchard House, Inc. 7. Preview package available; $995, set of 100 career videos in cardboard cases print materials; $1550, set of 100 career videos in hard-shell cases, print materials with binder, motivational video series set for teachers and students, Face of Enter Here poster, and 15 career interest inventory crosswalks	n=6 Rating=4.67	• **Enter Here** is a video-based encyclopedia of career opportunities. • The driving concept behind ***Enter Here*** is: Show today's students the range of career options available at the entry level. Show these jobs through the eyes of existing employees--relevant role models. And in so doing, generate student motivation to focus and prepare for their careers. • The ***Enter Here*** series consists of 100 video programs supported by customized print components, including Student Guides and Teacher Guides. • A preview set is available. • The series relies upon a fundamental integration between the video components and the print components. Both media are used to their best, most natural results. • Teacher Guides offer strategies for follow-up activities, integration of career information with classroom curriculum, and cooperative learning activities. • ***Enter Here*** has taken the ***SCANS*** report and created informative, easy-to-use matrices that correlate the job skills and competencies with standard curriculum skills. • There are ten separate ***SCANS*** matrices which correlate with the number of clusters into which the 100 ***Enter Here*** careers are grouped.

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1. ***EXPLORE*** 2. ACT, Inc. 3. 1995 4. Machine scorable assessment of English, mathematics, reading and science reasoning and interest inventory for grade 8 5. Grade 8 6. O=ACT, Inc. 7. Reusable test booklets - $46.50 (30/package); student assessment sets - $120.00 (30/package) (volume discounts available)	n=3 Rating=3.67	• ***EXPLORE*** is an every-student program that assesses the academic progress of eight-graders, helps students explore the wide range of career options open to them, and assists them in developing a high school coursework plan. Whether students are considering postsecondary education or vocational training, planning to enter the workplace, or just beginning to weigh post-high school options, ***EXPLORE*** gives them and counselors information to help them plan for the future. • ***EXPLORE*** functions as a stand-alone program or as the point of entry into ACT's Educational Planning and Assessment System (EPAS)--an integrated series of assessment programs that includes ***EXPLORE***, PLAN, the ACT Assessment and Work Keys, and a comprehensive longitudinal monitoring and reporting system called AIM. Used together, EPAS programs give educators at the middle-school and secondary-school levels a powerful, interrelated sequence of instruments to monitor, document, and assess student development from the eighth through twelfth grades. • ***EXPLORE*** offers benefits for students, parents, teachers, counselors, and administrators. • ***EXPLORE*** program components include: tests of academic development (English, math, reading, and science reasoning); test scores; national norms; student information, supplemental local items, and guidance activities (including coursework planner and study skills checklist)
1. ***Exploring Career Paths: A Guide for Students and Their Families*** 2. NA 3. 1994 4. Student booklet (revised 1996) and facilitator's guide (revised 1997) 5. Unstated 6. O=Instructional Materials Center 7. $1.00, student booklet; facilitator's guide price NA	n=1 Rating=3.00	• This 36-page booklet provide a step-by-step process for exploration of all six career paths. • It begins by answering questions about career paths for student and their families, including "Are career paths for me? and "What if I change my mind?" • The booklet then guides students through an exploration process where students get to know themselves, find out more about career interests, record experiences in each of the six career paths, pick a path to learn more about, and make plans to explore that path. • Occupation titles and minimum educational requirements for those occupations are included. • The facilitator's guide provides information to enhance the step-by-step process for career path exploration. • Used in conjunction with the ***Exploring Career Paths***, the facilitator's guide contains activities, sample materials, and handouts to enhance the process outlines in the student booklet.

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1. ***Exploring Career Pathways: A Guide for Students and Their Parents*** (Texas' adaptation of ***Exploring Career Paths: A Guide f Students and Their Families***) 2. NA 3. 1994 4. Student booklet (revised 1996) and facilitator's guide (revised 1997) 5. Unstated 6. O=Texas Education Agency, Home Economics Curriculum Center 7. $28.00, classroom set of 20 ***Career Pathway Toolbook*** - $15.00	n=1 Rating=3.00	• This workbook takes students through four steps to help them make a career pathway decision: identifying interests, abilities, and talents; considering the possible careers in each pathway in relationship to those interests, abilities, and talents; deciding which career pathway fits best; and selecting courses that are related to the chosen career pathway. • The ***Career Pathways Toolbook*** provides supplementary materials for teachers and counselors who are using ***Exploring Career Pathways***.
1. ***Exploring Careers: What's Right for You?*** 2. Sunburst Communications 3. 1997 4. 33-minute video and teacher's guide 5. Grades 7-12 6. Sunburst Communications 7. $99.95	n=0 Not rated	• This video stresses that people who are happy and successful at work most often are pursuing careers that match their personality type. It uses the Holland Hexagon to help students identify their personality type and discover careers that draw on their strengths. It also explores a variety of career fields with emphasis on those with the greatest job potential in the 21st century. • This video presentation calls identifying your personality type the first step in the career choice process, offers examples of the six types--Doer, Thinker, Creator, Helper, Persuader, and Organizer--and describes their characteristics. A series of on-screen questions follows each description to help viewers decide which personality type best fits their interests, abilities and aptitudes. • This video investigates a variety of careers that match each personality type with emphasis on those where potential for jobs should be the greatest. Since most people will change jobs many times, viewer learn that choosing a career is a lifelong process.

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1. ***Fast Forward*** 2. Jean Jolin 3. 1994 4. Teacher manual and student manual 5. Middle School+ 6. O=Center on Education and Work 7. $6.25, teacher manual; $39.00 set of 30 student manuals; $3.00 single copy of student manual	n=1 Rating=3.00	• ***Fast Forward*** is developed around the visual imagery of the video cassette recorder---the VCR--to project career development issues in a more graphic and familiar way. (No VCR is needed for these materials.) • It is designed to be used for large and small group class discussions and to promote cooperative learning. • ***Fast Forward*** uses case studies like individual videotapes to illustrate some of the career and personal development stages of real people in today's world. • Each tape includes questions designed to facilitate discussion and to stimulate creative and critical thinking by asking students to discuss career alternatives open to the individual, to consider career risks, and to formulate possible changes in lifestyle. • These studies address competencies in the ***Wisconsin Developmental Guidance Model***.
1. ***Focus on Your Future: A Career Planning Curriculum for Teens*** 2. Center on Education and Work 3. 1993 4. Curriculum modules and lesson plans 5. Middle School + 6. O=Center on Education and Work 7. $29.00, Self-Knowledge; $49.00, Educational & Occupational Exploration; $25.00 Career Planning	n=1 Rating=3.00	• This curriculum including lesson plans is based on the ***National Career Development Guidelines*** Competencies and Indicators and is divided into three modules. • These unique career planing materials address sex-role stereotyping and encourage nontraditional career exploration. • Instructor's notes, handouts, activities, and overheads are cross-indexed with related CEW publications included the ***Career Options Planner***, ***Career Options Portfolio***, and ***the Developmental Guidance: Classroom Activities***. • Each module contains approximately one semester of content.

1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	RATINGS BY PRACTITIONERS AND NUMBER OF RESPONDENTS (n) WHO RATED THE RESOURCE 5=Excellent 4=Good 3=Average 2=Poor 1=Very poor	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
1. ***Focus on Your Future: A Success Skills Planning Curriculum for Teens*** 2. Center on Education and Work 3. NA 4. Competency-based curriculum 5. Middle School + 6. O=Center on Education and Work 7. $26.00 each for Taking Responsibility for Self; $26.00 each for Balancing Family, School & Self; $30.00 for Skills to Enhance Effectiveness; $15.00 for Communicating Effectively	n=1 Rating=3.00	• ***Focus on Your Future: A Success Skills Planning Curriculum for Teens*** is a competency-based curriculum designed to meet the needs of teens who require additional skill building before entering the job market or a job training program. • The curriculum, which places particular emphasis on teen parents, focuses on developing life skills such as taking responsibility for self; communicating effectively; balancing family, school, an self; making healthy, realistic decisions about such things as lifestyle, relationships, and parenting issues.
1. ***Future Careers*** 2. NA 3. 1996 4. Video 5. Middle School + 6. O=Meridian Education Corporation 7. $79.00	n=1 Rating=4.00	• This video explores where the majority of people are predicted to be working in the next 10 to 15 years and what they will be doing. • Viewers take a look at the possible jobs and work situations labor specialists predict will be available. • The video provides information on opportunities that will exist for those who possess technical expertise, problem-solving skills, decision-making abilities and a flexible, positive attitude. • The video also indicates how the workforce will need to adapt to a highly technical and information-based environment.
1. ***GAINS II*** 2. Norene Lindsay 3. 1995 4. Student assessment booklet 5. Grades 8-11 (Grades 4-7 (***GAINS I***) version also available) 6. Wintergreen Orchard House, Inc. 7. Free sampler set available; $55.00, 1-9 classroom sets (consisting of 30 test booklets and 1 teacher's guide); $45.00, 10-19 classroom sets; 20+ classroom sets	n=2 Rating=3.50	• ***GAINS*** is a diagnostic tool which uses the pre-test/post-test approach for identifying what students know before and after they receive career education instruction. • ***GAINS*** will satisfy the mandated accountability requirements of Carl Perkins legislation. • The ***GAINS*** tests ensure standard testing conditions by supplying a multiple choice pre-test, a post-test that asks the same questions in a different order, teacher instructions for administration of the tests, a worksheet and easy-to-follow instructions for calculating scores using a hand-held calculator.

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1. ***Get a Life Program*** 2. ASCA & NOICC - Authors: Kay Brawley, Nancy Perry, C. E. Van Zandt 3. 1991, Revised 1996 4. Planner and portfolio, with facilitator's manual, introductory video, software, and Macintosh programming guide; school-to-work version also available 5. Grades 4-12 6. O=American School Counselor Association (ASCA); D=ASCA 7. Facilitator's package (includes ***Get a Life Portfolio***, facilitator's manual, facilitator's guide, videotape, and DOS software), $48; portfolios - $185 for 100, $100 for 50, and $60 for 25; STW transition planner - Facilitator's package - $15.00, other packages same as above	n=5 Rating=4.40	• ***Get a Life*** helps students plan their futures. Too often students of all ages think only for the moment. As a school counselor, it sometimes is tough to get even the best student to understand that they are at a pivotal place in their lives. The decisions they make now--Go to college? Get married? Look for a job?--will dictate their futures. It's often frustrating to motivate student who believe "the future" is this weekend. • The ***Get a Life Program*** can help. The ***Get A Life Program*** uses individualized, easy to use personal planners and portfolios to help students figure out where they are, what they want, and how to get there. The key to the program is that the responsibility rests with the students. They are responsible for learning about themselves, exploring life roles, setting goals, and making the link between educational and career development. The ***Get A Life Program*** motivates students to gain control of their lives and manage their futures. • The ***Get A Life Program*** is available in two versions--a personal planning portfolio for all students, and an employment planner for students in school-to-work programs. Both offer a comprehensive, tangible tool to encourage students to journal personal thoughts and feelings, reflect on important areas of life development, assess interests and motivations, and plan short- and long-term goals. • The ***Get A Life Program*** - Is flexible, allowing you to tailor the program to your school and to programs you may already be using; - Provides a consistent system for documenting personal career development activities for all students; - Provides opportunities for an integrated curricula; - Involves parents and community members in preparing students for a more successful future in the workforce. - Aligns your school with national models of excellence. - Was designed by professionals for professionals and field tested with more than 5,000 students.

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Get a Life Program (cont.)		• Student planners, facilitator's manuals, videos, and software are all available to allow for customized use of the program. • The heart of the program is the student Personal Planner (or Personal Planning Portfolio) which contains a four-page Career Planner plus sections on: Self-Knowledge, Life Roles, Educational Development, Career Exploration and Planning. • The ***Get A Life Program*** was designed through a cooperative agreement between the American School Counselor Association (ASCA) and the National Occupational Information Coordinating Committee (NOICC). The program links the National Career Development Guidelines with the Comprehensive Developmental School Counseling program model. The ***Get A Life Program*** was reviewed by a team of national experts in career development and pilot tested with over 5,000 students.
1. ***GIS Junior*** 2. NA 3. 1994 4. Software 5. Junior High School 6. Riverside Publishing Company 7. $575.00 IBM or MAC	n=4 Rating=3.00	• ***GIS Junior*** is career planning software especially designed to meet the needs of middle and junior high school students. • The program includes the ***Harrington-O'Shea Career Decision-Making System Interest Inventory***; an ***Occupation File*** of 500 general and 10000 specialized occupational description; and a ***Majors and Career File*** that includes an assessment of 40 college majors. • In addition, the results from other interest inventories, including the ***Self-Directed Search***, can be used to access the information in ***GIS Junior***. • ***GIS Junior*** meets the goals of the School-to-Work Opportunities Act of 1994 endorsed by the ACA and the NCDA.
1. ***Grow with Guidance System*** 2. Tommie R. Radd 3. 1996 4. Self-contained guidance system 5. Grades 7-9 (Grades K-6 also available) 6. American Vocational Association (AVA) 7. $299 for AVA members/ $320 for non-members, for each level	n=5 Rating=3.60	• This developmental system is a comprehensive, results-based, self-contained guidance system. • It offers a plan for achieving positive behavioral outcomes, increased self-concept and development of career awareness for students at all levels, ages 4-14. Emphasis is placed on helping all student succeed, especially those at risk. • System Manual contains a bound book that provides a complete explanation of the system information on how to integrate the system into a school's guidance and counseling program and observation/evaluation instruments and a three-ring binder with plastic pockets of information to be duplicated for use with staff, students, and family.

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1. ***How to Find a Really Good Job*** 2. American Media Inc. 3. 1996 4. Video 5. Grades 7+ 6. D= Attainment Company Inc. 7. $99.00	n=1 Rating=3.00	• This video is designed to show teens with learning disabilities the basics of finding and keeping good jobs. • Students learn how to prepare a work schedule, research employers, prepare for interviews, and many more key employability skills.
1. ***How to...Career Activities for Every Classroom*** 2. Wisconsin Career Information System 3. 1997 4. Activity books 5. Grades 7-9 (Grades K-3, 4-6, and 10-12 also available) 6. O=Center on Education and Work 7. $99.00, Grades 7-9; $299.00, set of all four levels (other grade levels also priced separately)	n=4 Rating=4.25	• This series of four books contains hundreds of career development activities that have been developed by classroom teachers and counselors and updated to provide the most current instructional practices and resources. • Classroom activities are keyed to the ***National Career Development Guidelines*** and ***SCANS*** and are related to curricular areas such as reading, math, social studies, language arts, etc. • The activities are also related to ***Education for Employment*** standards, and ***Learner Outcomes***. • Each student-centered lesson includes a detailed plan of teacher and student activities, which are based in the "real world" and support higher order thinking. Suggestions for curriculum integration, related school and home activities, sequenced lessons, and adaptation for students with special needs are also included with each lesson. • A separate set of activity masters is included with each book for copying student activity sheets. Fair use of this copyrighted material includes permission for teachers and counselors to make multiple copies of student activities for use in the school building for which the book was purchased.
1. ***I Am A Star Posters*** 2. NA 3. NA 4. 12" X 18" posters 5. All ages 6. CFKR 7. $27.95	n=2 Rating=4.00	• The posters provide positive reinforcement of self-esteem building skills. • This set of five posters features a cartoon character "STAR" who motivates students to improve self-esteem, communications, decision-making and goal setting. • Use these posters along with the ***Looking At Myself (LAM)*** product for visual response.

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1. ***Improving Career Counseling Services: A Guide to Planning & Implementing Effective Career Development Programs for School-to-Work Transition*** 2. Judith Ettinger 3. 1995 4. 177-page book for administrators, teachers, and counselors 5. K-12 and postsecondary 6. O=Center on Education and Work 7. $29.50	n=5 Rating=4.00	• Extensive career development services are needed for all students if they are to effectively take advantage of the new school-to-work opportunities. This guide provides a comprehensive approach to planning and implementing K-12/postsecondary career services. Topics covered in the guide include: - Understanding career development needs of youth - Defining school-to-work initiatives - A comprehensive model for career development services - Developmental guidance - The national Career Development Guidelines and Competencies - The role of information and career information systems - Career planning tools such as portfolios and career options planners - Community partnerships for career services - Planning a K-12 career development program - Developing a career counseling services action plan - Implementing a comprehensive career development program - Evaluating career programs
1. ***It's a New World*** 2. ACE Consortium 3. 1991 4. Video 5. Grades 6-8 6. O&D=ACE Consortium; D=Center on Education and Work; Oklahoma Department of Vocational and Technical Education 7. $89.00	n=3 Rating=3.67	• Middle/high school students are encouraged to consider the importance of math and science in their future via a story format involving a student, her instructor, and Thomas Edison. • The content links math and science education to careers in six occupational areas, while promoting race and sex equity. • A teacher's guide is included which suggests ways to use the video in conjunction with other career development and math or science activities.

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1. ***JIST Job Search Video Series, The*** 2. NA 3. 1991 4. videos, 20-25 minutes each 5. Youth + 6. JIST Works, Inc.; D=Chronicle Guidance Publications 7. $445.00, set of 5 videos	n=5 Rating=3.60	• These job search videos are used for first-time job seekers.. • Important job search topics are covered in about 20 minutes. • Videos can be used separately or as part of a 5-video series course. • The videos are based on Mike Farr's job search methods.
1. ***JISTS Video Guide for Occupational Exploration*** 2. JIST 3. 1995 4. 15 videos, approximately 25-30 minutes each 5. Middle School + 6. JIST Works, Inc.; D=Chronicle Guidance Publications 7. $729.00, set of 15 videos	n=2 Rating=2.50	• Each video includes an introduction to a cluster of jobs followed by interviews with real people representing jobs in that cluster. • The ***GOE*** format allows for quick access and videos cover each of the twelve interests areas in the ***GOE***. The video series is cross-referenced to hundreds of career assessment instruments, books, and computer programs. • A professional narrator introduces the cluster of jobs in each video and guides viewers through the topics covered in the interviews. • Closed or open caption is available. • Preview tip: Order the first video in the series for examination.

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1. ***Job Skills and Career Exploration*** 2. NA 3. NA 4. 5 softcover books 5. Middle School + 6. D=Globe Fearon 7. Finding a Job, Keeping a Job, and Attitudes for Work, $7.95 each; How to Look Good to an Employer, $12.95; Careers: Exploration and Decisions $12.95; teacher's guides, .95 each	n=1 Rating=4.00	• Five softcover books help students discover on-the-job success and satisfaction. ***Finding a Job*** - Thirty activity lessons cover ads and applications, interviewing, and deciding if the job is right. Develops basic job-seeking skills. Explores the decision-making process. Includes exercises and Answer Key. ***Keeping a Job*** - Text features a realistic case-study approach; develops key qualities; asks though-provoking questions about job-related problems. Includes glossary and Answer Key. **Attitudes for Work** - Focuses on being on time, getting along with other, and getting and giving help and instruction; encourages personal attitudes and habits that make family, work ,school, and social life better. ***How to Look Good to an Employer*** - First time job seekers learn to look good on paper with resumes, letters and application forms; look good at interview with attention to appearance, impressions and questions; overcome obstacles such as being fired or being a drop-out, and find leads through ads, agencies, and contact. Includes case studies, sample resumes, forms and a glossary. ***Careers: Exploration and Decision*** - Emphasizes students' assessments of their own needs, likes, and values. Explains the most valuable occupational resources available and provides basic forms for evaluation of a variety of careers.
1. ***JOB-O Dictionary*** 2. Arthur Cutler, Francis Ferry, Robert Kauk, and Robert Robinett 3. 1994 4. 20 page booklet 5. Middle School + 6. CFKR 7. $3.00, single copy; $79.50 set of 35 **Software:** Mac, $49.95	n=6 Rating=3.67	• ***The JOB-O Dictionary*** is provides useful and comprehensive job information. • ***JOB-O Dictionary*** can be used alone or as a reference book with other ***JOB-O*** materials or the School-to-Work/Career System. • This book includes job definitions, job characteristics, and related occupations. **Software:** • The software format includes job projections into the 21st century. • The applications are organized alphabetically and students can easily move from job to job. • A ***Job Research Plan and Certificate of Completion*** is provided with the software.

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1. ***JOB-O Middle School Specimen Set*** 2. CFKR 3. NA 4. Specimen set 5. Middle School + 6. CFKR 7. $12.00	n=6 Rating=3.83	• ***Middle School Specimen Set*** includes the following items: ***JOB-O E*** ***JOB-O*** ***JOB-O TECH*** ***LAM FORM II*** ***HSCCP*** ***JOB-O Dictionary***
1. ***JOB-O Enhanced*** 2. Arthur Cutler, Francis Ferry, Robert Kauk, and Robert Robinett 3. 1996 4. Student book and answer folder; software available 5. Middle School + 6. CFKR, D=JIST Works, Inc., Wintergreen Orchard House, Inc. 7. $47.00, set of 25 booklets and answer folders; $12.00, set of 25 answer folders; $38.00, set of 100 answer folders **Software:** IBM, $99.95; $399.95, site license, unlimited users	n=5 Rating=4.00	• This program provides the students with an opportunity to explore occupations in nine occupational families and will help students: identify differing levels of educational preparation and training; examine career preparation options; analyze career options; identify a tentative career choice and update individual career plans; develop an educational plan. • Most students can complete this program in one class period or one half hour time period. Some students may want further exploration in their chosen occupation to complete a Career Plan. • This program is currently available as a pencil/paper booklet and answer folder as well as computerized software. • The answer folder contains information on 120 various occupations, with listings of approximately 1,000 related jobs. **Software:** • The software program can be used as a stand-alone program, an installation to the hard drive, or on a network. • The computer program also contains a database which represents about 90% of the jobs available in the United States.

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1. ***JOB-O Job Box*** 2. CFKR Career Materials 3. 1997 4. Box of job cards, 5.5" X 8.5"; software 5. Middle School + 6. CFKR 7. $101.00, one box set **Software:** $59.95, Macintosh	n=4 Rating=3.75	• The ***JOB-O Job Box*** contains cards describing the nature of work, related jobs, high school subjects, job entry information, current earnings information, a variety of numerical codes (including ***DOT, OES, SOC, GOE***, and ***Holland***), employment statistics, and contact information. • A certificate of completion of research and a job research plan is included among the cards and can be used to supplement Individual Career Plans. • The box is organized to contain: - Title cards to explain to the user that the program contains decision-making information on over 200 major jobs in 16 groups, plus over 1900 related jobs that will be in the job market to the year 2005; - The "How to Use..." cards that emphasize 16 Job Groups; - The Content cards that show the Main Menu of 16 Job Groups and the jobs within the groups; - A card preceding the Job Groups that describe the Group number and Group name followed by a listing of all job numbers and names in each Group.
1. ***Join My Team: A Career Education Game*** 2. Franklin Learning Systems 3. 1997 4. Game 5. Middle School + 6. Sunburst Communications, Inc. 7. $49.95, game and teacher's guide; $179.95 package of 4 games	n=1 Rating=4.00	• This game is designed to teach students important concepts about working in teams and other group situations. • In the game, players work for a large retail chain and must solve a company problem that so far has defied solution. Each player is a team leader with several fictitious team members. Players suffer the same frustrations with unhelpful team members that real team leaders experience in real situations. • The teacher materials that come with the game provide detailed play instructions, learning objectives, a list of positive actions to take and pitfalls to avoid, and suggestion for post-game discussions.
1. ***Kaleidoscope of Careers*** 2. ACE Consortium 3. 1991 4. 5-Video Series 5. Middle School + 6. O=ACE Consortium; D=Center on Education and Work, JIST Works, Inc. 7. $249.00	n=1 Rating=4.00	• This 5-video series examines 200 occupations clustered into 17 groups. • This sight and sound tour of career opportunities serves as a handy companion resource to the ***Occupational Outlook Handbook*** or your computerized career guidance system. • ***Kaleidoscope*** presents information through music and firsthand commentary by workers in various occupations. • This videotape series is designed to be used with students in middle school and older.

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1. ***Leisure/Work Search Inventory*** 2. John J. Litpak 3. 1994 4. Career assessment instrument in folder format with professional guide for administering the inventory 5. Middle School + 6. JIST Works, Inc. 7. $29.95, package of 25 12-page self-scoring, self-interpreting consumable folders	n=3 Rating=3.67	• This career assessment instrument relates interests in leisure activities to work and employment opportunities. By focusing on leisure interests the LSI can be used to good effect with people who have limited work and/or educational experience. • The inventory takes approximately 25 minutes to administer. • Scoring and interpretation are both in one piece. The ***Career Exploration Chart*** also relates test results to ***GOE*** codes. The codes provide access to hundreds of other career resources.
1. ***Makin' An Impression*** 2. Oklahoma Graphic Arts Education Council 3. 1993 4. Video/Speaker's Bureau, teacher's guide, student brochure, and color key 5. Grades 6-8 6. Oklahoma Graphic Arts Education Council 7. $59.95	n=1 Rating=3.00	• This nine-minute MTV-style video is designed to create an awareness of the graphic arts/printing industry. • The video illustrates how the printing industry works and how modern printing processes offer interesting and creative career opportunities.
1. ***Me & Jobs*** 2. Dennis and Alut Hooker 3. NA 4. Workbook 5. Youth with lower reading level 6. JIST Works, Inc. 7. $9.95	n=2 Rating=2.50	• This text uses exercises, fill-in-the-blanks, word match, and checklists. It is particularly useful for first-time job seekers in preemployment programs. • Content includes personal needs, feelings, hobbies, behavior. • The text also covers the basic of various job groups, getting more information, understanding want ads, and using the phone to find job openings. • The resource details gathering specific skills, using experience, interest and training to select a job objective, handling money, transportation, and other related topics. • Also featured are applications, resumes, and other job search paperwork plus interviewing tips.

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1. ***Middle Grades Program*** 2. Junior Achievement Inc. 3. 1996 4. Student and volunteer consultant materials 5. Middle School (Elementary and High School also available) 6. Junior Achievement Inc. 7. NA	n=2 Rating=4.50	• Each week, for 8-10 weeks, consultants from the community lead students in engaging activities. Consultants serve as role models for these students in grades seven through nine and enrich the activities with their knowledge of business. • Program Themes: - Personal Economics - Enterprise in Action - The International Marketplace • At-Risk Program: - ***Economics of Staying in School*** - Introduces at-risk student to the benefits of education through a series of six activities. The activities include a board game, interpreting charts and graphs, household budgeting and role playing. This program can supplement the Middle Grade Program or be taught independently.
1. ***Multimedia Career Center CD-ROM*** 2. Cambridge Educational 3. 1996 4. CD-ROM 5. Middle School + 6. O=Cambridge Educational, D=JIST Works, Inc. 7. $385.00, Windows or MAC	n=2 Rating=3.50	• This career exploration program combines a career interest assessment with video, audio, and data to help people learn about careers and occupations. Important career decision factors are explained in a video on the CD-ROM, then users answer a series of on-screen questions to develop a personal profile. • The program then lists the best matches from a list of 66 worker trait groups. • Users can then pose five questions to actual workers in those groups--the questions are answered via video clips, photographs, and sound. • Characteristics of these careers are available in the Career Center database. Information on the CD-ROM is organized around ***GOE*** clusters, a widely used coding system that groups occupations according to interest.

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1. ***Multimedia Career Path*** 2. Cambridge Educational 3. 1994 4. Software 5. Middle School + 6. O=Cambridge Educational; D=JIST Works, Inc. 7. $89.00 for CD-ROM for Mac or Windows	n=1 Rating=4.00	• This interactive, multimedia program utilizes full-motion video, narration, and music to show young adults how to map a career path and reinforces information with challenging and entertaining puzzles and games. • The program is divided into three sections: - Self-Awareness and Your Career Options focuses on showing students how to identify and organize information about themselves and why this information is necessary to make an informed career selection. - Investigation of the World of Work demonstrates specific techniques that allow students to relate information about themselves to the world of work. Users learn how to consider broad occupational areas and then narrow down their career choices using available resources (books, software, etc.). - Occupational Preparation helps users develop and implement an effective, realistic education or training plan. Students see the importance of educational selection, learn what a career plan should include, and find out how to map a workable career path..
1. ***Multimedia Electronic Occupational Outlook Handbook*** 2. JIST Works, Inc. 3. 1994 4. Software, multimedia version 5. Grades 7+ 6. D=Center on Education and Work, Chronicle Guidance Publications, Inc. 7. $295.00, IBM CD-ROM; $600.00, Network version IBM	n=4 Rating=3.50	• The program features information from the latest Occupational Outlook Handbook. • Users select the occupational cluster that interests them. The program leads them to specific job information.
1. ***Multimedia Guide to Occupational Exploration (the Multimedia (GOE), The*** 2. Cambridge Educational 3. 1995 4. Multimedia software 5. Middle School + 6. O=Cambridge Educational; D=Bureau for At Risk Youth 7. $295.00, CD-ROM for MAC or Windows	n=3 Rating=3.33	• The multimedia *GOE* is a comprehensive and stimulating CD-ROM program which focuses on the user and provides an entertaining and effective format to explore the 12 Work Areas and 66 Worker Trait Groups. • Users answer a series of questions indicating their skills and interests and are then guided through the exploration of interest areas, career clusters, and specific occupations by viewing video clips, hearing narration, and reading on-screen information. • Users learn the difference between wanting to enter a career and planning to enter a career by completing three main sections of the program--Search, See, and Find.

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1. ***My Individual Career Plan Portfolio*** 2. Norene Lindsay 3. 1994 4. 8.5" X 11" file folder 5. Middle School + 6. JIST Works, Inc. 7. $24.95, package of 25 folders	n=2 Rating=3.50	• Students can plan their high school years with this portfolio. • The portfolio folder can be used as is or in conjunction with Pathfinder activities. • The portfolio consists of six panels on which to organize the following pieces of information: basic participant information, career interest test results, interest area records, extracurricular activities, honors and awards, yearly review of educational plans, career research, initial career choices, individual career portfolio, employability skills, and educational plan.
1. ***Next Generation Career Series Curriculum*** 2. Wintergreen/Orchard House, Inc. 3. 1996 4. Multimedia CD-ROM software, workbooks, career reference books, posters, and teacher's guide 5. Grades 3-7 6. O=Wintergreen Orchard House, Inc. 7. $19.95 teacher's guide; $15.95 each for 10+ copies; see prices for other individual components listed	n=0 Not rated	***The Next Generation Series*** includes the following resources: • ***Career-O-Ram-A*** - A multimedia CD-ROM program showing people in 140 different careers, a career quiz in a game show format, and a simple interest assessment referencing career clusters. • ***People at Work*** - Descriptions of over 450 careers written at a 3rd grade reading level. Descriptions include what they do, where they work, what they like about their jobs, salary, outlook, educational requirements, related school subjects, occupational cluster interest activities, and addresses to write for further information. • ***Career Adventures*** - A personal workbook to develop career awareness in the intermediate grades. It includes a student Travel Log as a separate portfolio to use for permanent individual career planning documentation. • ***Meet Dez Poster*** - Shows Dez the Dawg in full color with 12 career clusters and the 140 careers from Career-O-Ram-A. • ***Next Generation Teacher's Guide*** - Includes detailed lessons for using the entire curriculum series in a variety of setting with students of different abilities. • ***Career Caravan*** - Workbooks with additional activities to explore careers through individual, small, group and class projects. Contains both in and out of school activities.

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1. ***Occupational Guidance Series, The*** 2. NA 3. NA 4. 40 volume set 5. Grades 7+ 6. O=Finney Company 7. $550.00 for 40-volume set; with rack; $110.00 for separate units of eight volumes **Software:** CD-ROM - $349.00; $698.00 for network (includes site license agreement)	n=3 Rating=3.33	• Finney Company's research and writing staff works each year to collect and analyze the latest occupation information available. The team interviews individuals in each field to bring students and clients insight into the career options available to them. Researchers study labor statistics and trends that may affect readers' decision making. • One complete unit of eight volumes is revised annually. • The print and electronic version offer information on over 800 careers. • The Occupational Guidance series adheres to the ***NCDA Guidelines*** for the ***Preparation and Evaluation of Career and Occupation Information Literature***. NCDA's Career Information Review Service rates these units as Outstanding. • The print version is known for its great 4-part indexing system. **Software:** • The electronic version includes a computerized version of the Work Exploration Checklist. • Student and clients can sort and find occupations by number of search strategies including ***GOE*** code, ***DOT*** code, Holland theme, school subject, Tech Prep grouping, and job title.
1. ***Occupational Library*** 2. Chronicle Guidance Publications, Inc. 3. NA 4. Portable career information system, software available on CD-ROM or diskette (Briefs and Books also available separately) 5. Grades 7+ 6. O=Chronicle Guidance Publications 7. Includes materials, folders, and file cabinets. Collated by DOT - $1313.90, Collated by GOE - $1208.00, Collated by RIASEC - $1716.50, ASVAB Career Selector Crosswalk with pad of 50 - $35.00, COPSystem Crosswalk with pad of 50- $15.25; other prices also available	n=6 Rating=3.67	• This system includes ***Briefs*** and ***Reprints***, filing plans, plus a one-year subscriptions. • This resource includes everything needed for a portable career information system. • Files are organized by three different filing plan options: ***GOE, DOT, RIASEC***.

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1. ***Occupational Outlook Handbook 1996-97*** 2. NA 3. 1996 4. Hard or soft cover book; activity booklets for Grades 7-9 (Grades 5-6 nad Grades 10-12 activity booklets also available). Materials also available on CD-ROM. 5. Middle School + 6. D=American Vocational Association, The Bureau for At-Risk Youth, Cambridge Educational, Center on Educatioanl and Work, Chronicle Guidance Publications, CFKR, Wintergreen Orchard House, Inc. 7. $21.75 , hard cover handbook; $15.75 soft cover; $15.95, 10 workbooks **Software:** $149.95 $89.95 update $599.95, site license, unlimited users	n=9 Rating=4.11	• The handbook provides highlights of the job outlook for the year 2005. • It gives detailed information about over 250 occupations. • It includes information on working conditions, training and education needed, earnings, and expected job prospects.
1. ***Occupations Digest 1996-97 (updated annually)*** 2. Wisconsin Career Information System 3. 1997 4. Softcover book 5. Middle School + 6. D=Center on Education and Work 7. $36.00	n=1 Rating=3.00	• Each year the ***Occupations Digest*** provides descriptions of over 600 occupations including wage information, workplaces, method of entry, working conditions, moving up in the job, and worker comments. • It is written at an easy reading level and includes illustrations. • This book is used a s resource for the ***Career Planning Workbook***. • The ***Digest*** is updated annually.

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1. ***Occupations Guidebooks*** 2. Chronicle Guidance Publications, Inc. 3. Published annually 4. 8-volume set of books 5. Grades 7+ 6. O=Chronicle Guidance Publications 7. $702.90, 8 volume set; subscription for monthly updates, $137.45; Separate guidebook prices: Ag. - $137.45, Arts - $78.75, Bus. - Health - $100.65, Home Ec - $90.35, Ind. Tech. - $187.20, Math & Science - $109.25	n=5 Rating=3.60	• Students can choose occupation information from up to seven curriculum clusters. • ***Briefs*** are collected in eight separate volumes and updated regularly. Briefs are coded to ***DOT, GOE, SOC, SIC, HOC*** and are written to junior reading index. • This resource is appropriate for career centers, libraries, classrooms.
1. ***Options after High School Graduation*** 2. NA 3. 1997 4. Video 5. Middle School + 6. O=Meridian Education Corporation 7. $89.00	n=1 Rating=4.00	• This video provides an overview of all the types of education and training available after high school graduation. • This production includes four year universities and apprenticeships as examples of the many options available. • Students learn about different situations and learn to discover that there is a place for everyone to prepare for a career that meets individual needs and preferences.
1. ***Parent Career Development Files*** 2. CETA , Inc. 3. 1996 4. Portfolios and instructions 5. Grades 7-9 (K-3, 4-6, 9-12 also available) 6. Career Education & Training Associates (CETA/OSU) 7. $9.00 for 30	n=1 Rating=4.00	• These parent career files were developed to be used in conjunction with COPP materials. • These career development files allow parents to participate fully in their child's career planning. A full set of instructions is included for each grade level. • These files were developed as a project for PTAs and PTOs to engage parents in school to work.

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1. ***Parent's Guide to Career Development for All Students*** 2. Wisconsin Career Information System 3. 1996 4. Booklet 5. Middle School + 6. D=Center on Education and Work 7. $3.00, single copy; $25.00, set of 50	n=1 Rating=4.00	• This guide provides direction and practical suggestions for parents as they guide their children through the career development process. • Sections included in the guide are: action planning, interpersonal skills, understanding the world of work, career exploration, career preparation and decision making, planning for the future, and resources. • The ***Planning for the Future*** section offers specific steps for student as they develop work, education, and training goals beyond high school
1. ***Pathfinder*** 2. Norene Lindsay 3. 1994 4. Activity book, teacher's guide, and portfolio 5. Grades 7-9 6. D=CFKR, JIST Works, Inc., Wintergreen Orchard House, Inc. 7. $6.95; $59.95, pkg. of 10; Books and instructor's guide set also available. Teacher's guide, $14.95; Career Planning Portfolio, $24.95 for 25	n=5 Rating=4.00	• This resource is written specifically to assist students in planning their career and educational paths through high school and into postsecondary training. • This text helps both tech-prep and college-bound students develop Individual Career Plans, including high school courses. • ***Pathfinders*** is an excellent resource to use in conjunction with school-to-work programs. • ***Pathfinder*** includes Career Interest Assessments based on the 12 ***GOE*** areas. • Instructor Resources include a thorough Pathfinder teacher's guide and the six-panel ***Career Planning Portfolio***. • The format is flexible. Student books can be used as the basis for career courses or classes to support individual study, or they can be infused activities into other classes to enhance reading, logical thinking, communication, problem solving, research, and many other skills. • This resource meets NOICC guidelines.
1. ***Personal and Career Awareness*** 2. St. Louis Public Schools 3. 1984, Reprinted 1993 4. Teacher's materials, activity book 5. Grade 7 6. Center on Education and Work 7. NA	n=2 Rating=4.00	• This book contains two units designed to help students explore both their personal and their career development. Assisting them to see the relationship between the two provides a vehicle for relating personal and school concepts to their applications in students' lives. • This stand alone book is also part of a sequential Career Education program for pre-K through grade 12. • This curriculum forces students to examine the pieces of the puzzle that make them who they are. This guide encourages students to become more personally aware of who they are and what they can accomplish.

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1. ***Personal and Career Development*** 2. St. Louis Public Schools 3. 1992 4. Teacher's materials, activity book 5. Grade 8 6. O=Center on Education and Work 7. $35.00	n=0 Not rated	• ***Personal and Career Development***, written for eighth grade students, is designed to help students digest and apply the process of values clarification and decision-making as they move toward exploring options about future career paths. • They learn that school skills are survival skills as they critically investigage the relationship of what is learned in school to work, college, the armed services, and daily living situations. • The theme "empowerment" guides student through ways in which they are empowered to shape their lives. • This K-12 series of classroom activities was developed by St. Louis Public Schools.
1. ***Personal Exploration*** 2. St. Louis Public Schools 3. 1992 4. Teacher's materials, activity book 5. Grade 6 6. O=Center on Education and Work 7. $35.00	n=2 Rating=3.50	• This book contains five units designed to help students gain a healthy sense of self. Through exploring their similarities to other people and beginning to capitalize on their own uniqueness, they can shape their lives by making meaningful choices. • This stand alone book is also part of a sequential Career Education program for Pre-K through grade 12. • Unit V also contains a self-assessment and an introduction to occupations and provides a bridge to 7-8th grade Career Education programs. • This K-12 series of classroom activities was developed by St. Louis Public Schools.
1. ***Planning and Preparing for a Career in Technology*** 2. NA 3. 1994 4. Video 5. Middle School + 6. O=Meridian Education Corporation 7. $95.00	n=1 Rating=3.00	• Students are informed and entertained as Jon and his Uncle Marc, a late night talk show host, explore the world of educational planning and technology preparation. • Jon's indecision about his future prompts his uncle to do a show on the topic, including interviews with experts and a surprise visit to Jon's school counselor. • The talk show format, complete with live band, grabs the attention of students as they begin to explore their future options.

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1. ***Planning My Career Workbook*** 2. NA 3. NA 4. 76-page illustrated work book 5. Grades 7+ 6. Finney Company 7. $4.50 each for 1-25 copies; $3.83 each for 26 or more	n=1 Rating=4.00	• This is a three-part, in-depth approach to career planning that includes self-assessment, career exploration, and educational planning. • No matter how different their future plans may be, students can work together with ***Planning My Career***. • This book is designed to help students learn about the wealth of career information available to them and to teach them how information interviewing can be an important part of career exploration. • The book stresses the importance of career development in a world in which workers must continually evolve and plan for change.
1. ***Plans of Study*** 2. Oklahoma Department of Vocational and Technical Education 3. 1997 4. 6-year cluster plans 5. Grade 8 + 6. O&D=Oklahoma Department of Vocational and Technical Education 7. $5.00 per set plus 10% sh/h (each set contains 5 each of 13 clusters for total of 65 Plans of Study); $10.00 per set out of state	n=1 Rating=3.00	• The ***Plans of Study*** were designed around career clusters. Career clusters are groups of occupations that are clustered together because they share many common job duties and characteristics. • There are 13 different ***Plans of Study*** for 13 different career clusters. • These career clusters were developed by the U. S. Office of Education and are the ones used in ***Oklahoma Career Search***. • The ***Plans of Study*** are in four parts: graphic section, scheduling options, sample plan/student plan, and information page.
1. ***ProFILES--Career Search System, I and II*** 2. NA 3. 1997 4. CD-ROM 5. Middle School + 6. American Guidance Service, Inc. 7. $995.00, ProFILES 1, IBM 3-CD set; $995.00, ProFILES I Macintosh, IB 3-CD set; ProFILES II, Macintosh, IBM 3-CD set	n=2 Rating=4.00	• Each ProFILES three-CD set includes 30 occupations. ProFILES I categories are business, medical, and technological. ProFILES II categories are service, arts, and communications. • Features include: - 3 hours of full color digital video interviews - Fully interactive video - Bilingual text and audio in English and Spanish - One-stop stand-alone operation - Network ready • Contains 1996-97 ***Occupational Outlook Handook (OOH)*** data for each occupation that is printable in both English and Spanish. Transcripts of all interviews can be printed in English and Spanish.

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1. ***Project Discovery (Middle School Career Exloratiou System)*** 2. Education Associates, Inc. 3. NA 4. Instructor's notes, student instructions, materials and tools (packaged in portable cases for transportability and security) and other related resources 5. Middle School (Grades K-5 and High School materials also available) 6. Education Associates, Inc. 7. All 40 elementary titles priced individually	n=1 Rating=4.00	• Part of the School-To-Work Transition Plan, ***Project Discovery*** is a career exploration and assessment system developed to provide students with hands-on experience. Forty programs comprise the ***Project Discovery*** system. Guided by the detailed student instructions and under the direction of an instructor, the student, using the same tools, equipment, and materials, performs many of the actual tasks of a trained worker in that field. • These materials highlight: - Integration of academic and vocational education - Exposure of all students to a broad array of careers - Opportunities for nontraditional exploration of careers - Integrated technology--CD ROM, videos, and software - Pre/Post assessment - Special education editions - Training for professional development
1. ***Project Get That Job*** 2. Los Angeles Unified School District 3. 1991 4. 4 workbooks 5. Grades 7+ 6. O=Learning Well 7. $199.95, 10 copies of all 4 workbooks and 1 copy of 4 teacher's guides; books and teacher's guides also sold separately	n=2 Rating=4.00	• ***Project Get That Job*** is a series of 4 workbooks of activity-based teacher-directed lessons. • The overall goal of ***Project Get That Job*** is to provide student with the necessary knowledge to apply the personal qualities and work habits which are essential for success in the world of work. • The project emphasizes skills, concepts, and attitudes for job survival and success. • A variety of instructional strategies and activities are presented throughout the lessons with special emphasis on role-playing, problem-solving, and small group interactions and discussions. • Workbooks include: ***You and Your Attitude*** ***Working with Others*** ***Getting A Job*** ***Starting Your New Job***

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1. ***ProMATH: Crime Stoppers*** 2. HRM Video 3. NA 4. Video kit 5. Grades 6-9 6. HRM Video 7. $175.00	n=1 Rating=4.00	• For students who think that math is just for engineers, this program uses interviews and reenactments to show how math is used in every facet of law enforcement. Detectives, forensic scientists, prosecutors, defense attorneys, bomb squad officers and other officials present stories of real cases where the tools of mathematics were invaluable on the job. • High-profile people giving their insights on math and the law include William Bratten, former police commissioner of New York City, and Dr. Henry Lee, the forensic pathologist whose skills have been demonstrated in many news-making trials. • In addition to the video, the ProMath kit includes actvities for students, allowing them to step into the roles of police detectives and attorneys and to apply their math skills. Concepts covered include data analysis, geometry, logic, probability, solving equations, and more.
1. ***Real Game, The*** 2. Bill Barry and Susan Wright 3. 1996 4. Game 5. Middle School/Junior High 6. NA 7. $150 facilitator kit; $20 student kit (10/pkg)	n=5 Rating=4.80	• ***The Real Game is:*** –A hands-on, practical, experiential learning program. –A graphic, colorful, interactive program that transforms the classroom. –Flexible enough to suit a variety of class sizes, locations, and characteristics. –Enhanced by optional activities that expand on the core sessions. –Delivered with the help of a detailed Facilitator's Guide. • ***The Real Game*** was refined with the input of more than 5,000 students, teachers, counselors, parents, and career development and curriculum experts. • ***The Real Game*** is targeted for classes no larger than 40 students. • ***The Real Game*** is designed to be delivered over a school term, semester, or even a year and is cross-curricular.

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1. ***Realizing the Dream*** 2. ACT, Inc. 3. 1994 4. Complete kit including video, parent, student and leader guides 5. Grades 6-12 6. O=ACT, Inc. 7. RTD Kit - $195.00; Parent Guides-25/package $40.00; Student Guides-25/package $50.00; Leaders Guide-$15.00; Video-$25.00 (volume discounts available)	n=5 Rating=4.40	• ***Realizing the Dream*** was developed to support parents, counselors, and students in the task of career planning for a complex and demanding workplace. ***Realizing the Dream*** is an integrated kit of materials counselors can use to orient parents to their role in career guidance and equip them to help their children make effective decisions. The kit offers parents the insight and motivation they need to feel comfortable in a career planning support role, while giving counselors a valuable partner in their career guidance efforts. • Following are some of the specific topics and activities included in ***Realizing the Dream***: - Exploring and cultivating the five ingredients of career decision making: self-concept, interests, abilities, preferences, and planning - Exploring occupations and developing a career plan - Selecting high school course work that supports career decisions - Choosing the type of postsecondary education or training appropriate to future goals - Identifying postsecondary institutions that meet the college-bound student' needs the work-bound student for entrance into the workforce • ***Realizing the Dream*** was developed with the help of an advisory panel of career development experts, guidance counselors, and concerned parents. This panel worked to ensure ***Realizing the Dream*** would give parents the necessary resources to help their children with career planning at home, while supplementing counselor's efforts at school.
1. ***Scan*** 2. Wisconsin Career Information System 3. 1997 4. Paper and pencil search instrument 5. Middle School + 6. D=Center on Education and Work 7. $4.00, single copy + 10 worksheets; $59.00, set of 30 copies; $9.00, set of 100 worksheets	n=1 Rating=4.00	• ***Scan*** is a paper and pencil search instrument to help students/clients identify occupations that relate to their interests, values, and aspirations in an individual or group setting. • This allows young and/or beginning career searchers to focus their efforts on area of interest to them. • ***Scan*** booklets are reusable and require a Scan Worksheet for each user.

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1. ***School-to-Work Transition*** 2. Cress & Meridian 3. NA 4. 3 sets of videos for students and staff development 5. Middle School + 6. D=Center on Education and Work 7. Set 1 - $299.00 for all 5 videos, Set 2 - $189.00 for all 4 videos; Set 3 - $299.00 for all 5 videos; videos also available individually $59.00-$79.00 each	n=2 Rating=4.00	• ***Sets 1 and 3*** are both fast-paced video series designed to motivate students in middle school and above. The videos apply to many student populations including Tech Prep, College Prep, At-Risk, and Learning Disabled. Student need to know that international economic competition is increasing and that they need to plan their school-to-work transition. • ***Set 1*** includes: - School-to-Work Transition focuses on international competition and the changing work environment. It illustrates the importance of setting goals and gives a brief overview of how all of the components connect to each other. - Learning for Earning defines workplace readiness skills based on SCANS and discusses the concept of lifelong learning. - Career Clusters Decisions describes some of the major Career Clusters and their role as a guidepost for selecting classes and exploring career opportunities. - Developing Partnerships shows how partnerships connect to Career Cluster decisions and how they will apply their SCANS skills on the job. - Career Plan shows how goals, high skills, career cluster decisions, and partnerships connect to a career plan. • ***Set 2*** is for teachers, counselors, administrators, parents, and the business community. This series includes four closed-captioned videos on employability program for people with disabilities and the professionals who work with them. These videos are a resource for anyone involved in school-to-work. - Everyone Can Work is a biographical video citing examples of supported employment and featuring Dr. Paul Wehman. - Coaching Winners focuses on motivation for and value of supported employments. - It's All Part of the Job focuses on social skills and supported employment. - Getting There focuses on transportation issues. based on teamwork, pace, and measurement. It directs students to become good workers and increase their marketability. - Your Career Ladder focuses on worksite learning. The program cites real-life examples of people who went from entry-level positions to owning a company. • ***Set 3*** includes: - Your Potential Is Huge explains happiness as reaching full potential and discusses the value of discipline and motivation and the limitations of focusing on money for happiness. - Motivation & A Positive Attitude teaches students how to develop motivational behavior and a positive attitude. - Values of Education directs students to pay attention in class and learn to understand the value of their education. The video discusses educational return on investment. - Schoolsite-VS-Worksite Learning compares these two learning environments

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1. ***SDS Form CE*** 2. John L. Holland and Amy B. Powell 3. 1994 4. Self-assessment booklets and career booklets 5. Middle School 6. Psychological Assessment Resources, Inc. (PAR); D=JIST Works, Inc., Riverside, WintergreenOrchard House, Inc. 7. $37.95, package of 25 assessment booklets; $37.95, package of 25 career booklets $91.00 Introductory kit includes Technical Information Booklet, Teacher's Guide, 35-Self-assessment Booklets, 35 Careers Booklets, and 35 Exploring Your Future in SDS Booklets	n=3 Rating=4.00	• The ***Self-Directed Search (SDS)*** has been improved and updated many times. The most recent addition to the ***SDS*** family is ***Career Explorer*** intended for middle and junior high school students. • The system is based on John Holland's ***"RIASEC"*** theory, which asserts that most people can be categorized as one of six personality types. The ***SDS*** defines these types and the skills need to succeed, as well as related activities, competencies, and self perceptions. These six types are : realistic, investigative, artistic, social, enterprising, conventional.
1. ***Skill-Based Job Family Matrix Poster*** 2. NA 3. NA 4. 11" X 17" colored poster 5. All ages 6. CFKR 7. $4.95	n=2 Rating=3.50	• This poster points students toward educational plans. • Following the newest developments from the Department of Labor, this poster depicts 14 job families and the educational and training requirements needed to advance within various families. • The poster visually shows the ability to change careers based on the education they have acquired.

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1. ***Snapshot 2001*** 2. New Concepts Career Development Corp. 3. 1997 4. Hardware, booklets, and video 5. Middle School + 6. New Concepts Career Development Corp. 7. With KFME, $2,495.00; with KFME and KFM, $3,495.00	n=2 Rating=4.00	• This tool measures Worker Trait Profile factors such as GED, Aptitudes, Temperaments, etc. • It converts TABE and DAT scores into WTP factors and levels. • KFME Assessment Unit provides 24 exercises to evaluate motor coordination, finger and manual dexterities, and eye-hand-foot coordination. • This resource automatically scores all exercises performed on hardware and in booklets. It can assess up to sixteen individuals per day. • Software automatically converts scores into WTP factors and levels. • The resource includes automatic report writing with multiple options. It include a training video. Introduction video is available free on request.
1. **Stargazers: Women in Science and High Technology Careers** 2. Sarah Hendon 3. 1997 4. Book 5. Middle School 6. O=Center on Education and Work 7. $15.00	n=0 Not rated	• ***Stargazers: Women in Science and High Technology Careers*** is designed to help girls in their teens and young women explore high-paying and interesting careers in high technolgoy areas and the sciences. • Filled with background information, biographies of successful women, and hands-on activities which dispel myths and gender-based stereotypes, it helps young women confront and overcome barriers to their exploration of and entrance into these careers. It includes a teacher/facilitator section and bibliography of further resources.
1. ***Students' Occupational Outlook Handbook (SOOH)*** 2. CFKR Career Materials; Tiffany Buhm, Project Director 3. 1995 4. Soft cover book and student workbooks 5. Late Elementary and Middle School +; Workbooks - Grades 5-6 (Grades 7-9 and Grades 10-12 also available) 6. CFKR 7. $ 16.95, 1-9 copies of book; $14.95, 10+ copies of book; $15.95, set of 10 workbooks	n=7 Rating=3.86	• The ***SOOH*** is based on the ***Occupational Outlook Handbook (OOH)***, but is written specifically for the middle school ages, sixth grade through eighth grade. • The ***SOOH*** information is presented in a helpful, easy to read and follow layout that makes educational planning and career research fun and meaningful. • Information on each page of the handbook includes: Job Description Salary Range Expected Job Growth Educational Requirements Training Requirements Skills Needed Where to Write for More Information

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1. ***VIAS*** 2. New Concepts Career Development Corp. 3. 1997 4. Hardware, tools, and video 5. Middle School + (Grades 4+) 6. O=New Concepts Career Development Corp. 7. $995.00	n=1 Rating=3.00	• This video tape format shows men and women in traditional, nontraditional and sex equitable occupations performing real job tasks. • ***VIAS*** does not require reading or language skills and can be administered to an individual or in groups in less than 30 minutes. • ***VIAS*** is appropriate for a wide range of ages and students. • After the responses are entered from the Answer Sheets into the ***VIAS*** computer software, they are automatically scored and an 8 page report is automatically printed. The report ranks the interest areas with the duties performed in each of the top 3 areas. It lists 14 specific job titles in each of these areas with the ***DOT*** and ***GOE*** numbers and recommends which of the ***New Concepts Career Development Work Stations*** to administer for further exploration. • Introduction video is available free upon request.

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1. ***VIESA (Vocational Interest, Experience, and Skill Assessment)*** 2. ACT, Inc. 3. 1994 last update 4. Paper materials including self-scoring exam kit, guidebook and user handbook 5. Level 1 - Grades 8-10 6. O=ACT, Inc. 7. Exam kit - $6.50 each; tests $26.50 for 25/package; handbook - $4.25 each	n=3 Rating=3.00	• ***VIESA*** from ACT is a self-scored inventory of career-related interests, experiences, and skills supplemented by an informal ranking of job values that takes less than sixty minutes to complete. • All ***VIESA*** assessments and career exploration activities are completed in the Career Guidebook. The first five units in the guidebook introduce individuals to the key concepts of the program: Unit 1, Understanding basic world-of-work concepts; Unit 2, Identifying work-related interests; Unit 3, Identifying work-related skills; Unit 4, Selecting a trial job choice; and Unit 5, Identifying career options. The next three units are designed to help individuals explore their career options. Unit 6 offers extended career exploration and guidance activities, while Units 7 and 8 expand career education activities and an individual's awareness of possible career options. • The goals of ***VIESA*** are to help individuals expand self-awareness, develop career awareness, identify personal relevant career options, and begin exploring and evaluating their career options. As individuals complete ***VIESA***, they consider five types of career related questions: What do I like? (Interests) What have I done? (Experiences) What can I do? (Skills) What are my options? (Educational/Career Possibilities) In addition ***VIESA*** uses the ACT World-of-Work Map to give individual yet comprehensive structure for relating information about their personal characteristics to the world of work. This added feature makes ***VIESA*** a teaching module as well as an assessment instrument. • ***VIESA*** is available in two levels: grades 8-10 and grade 11-adult. • A User's Handbook can be purchased to accompany ***VIESA***. These resources from the handbook can be useful to counselors and teachers who are preparing career guidance instructional units and follow-up activities: Visuals and Discussion Guide for Introducing ***VIESA*** to Groups; Unit on Educational Goals; Materials for Obtaining the Six UNIACT Interest Scores and Additional Activities that Provide Information About Work-Related Interests; Local Sources of Information About Careers; Index to Descriptions of ***VIESA*** Occupations; and Some Ways to Evaluate ***VIESA***'s Effectiveness.

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1. ***Vocational Evaluation System (VES)*** 2. New Concepts Career Development Corp. 3. 1997 4. Hardware, supplies, work stations and video 5. Middle School+ 6. O=New Concepts Career Development Corp. 7. Portable Work Stations range from $1,775.00 to $3,975.00; Coplete Work Stations range from $2,775.00 to $4,795.00	n=2 Rating=2.50	• The *VES* is a series of self-contained, self-paced, self-administered work station modules that explore 28 careers. These modules offer an interesting and motivating introduction to these careers through hands-on activities. • Activities take from 3 to 5 days to complete. • Work station modules integrate easily into existing or new programs. • Modules explore abilities, aptitudes, interests and tolerance for specific careers. • Students leave with a finished product in most cases. • Introduction video is available free on request.
1. ***Vocational Entry Skills*** 2. Academic Therapy Publications 3. NA 4. Teacher's guide and workbooks 5. Grades 7+ 6. D=Attainment Company Inc. 7. $29.00	n=1 Rating=3.00	• This resource focuses on job preparation skills for students with disabilities. • The guide's 51 lessons provide student objectives, learning activities, and teaching objectives.
1. ***Walkabout™*** 2. Enter Here LLC 3. 1997 4. Series of three videos (math, science, and language arts) that explore the relationship between the world of the classroom and the world of work 5. Grades 6-8 (also available for Grades K-2, 3-5) 6. Enter Here LLC 7. Series of three - $150.00; each video - $50.00	n=2 Rating=4.50	• A "walkabout" in Australian Aboriginal culture is an exploratory journey toward adulthood. This series helps young people explore their expanding worlds. • These curriculum-based videos from Enter Here bridge the gap between work and school by helping students to see the connections between what they are learning in the classroom and the exciting world of work--by helping students answer the questions beginning "Why do I need to study_____?" • Viewers are encouraged to expand their horizons by exploring wider areas of math, science, and language arts. The videos include such topics as percentages, decimals, the human body, and note taking. • Stand-alone print material will be available in 1998.

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1. ***What's School Got to Do with It?*** 2. HRM Video 3. NA 4. Video kit 5. Grades 8-12 6. HRM Video 7. $189.00	n=0 Not rated	• In the video, real students talk about their career aspirations and their views on education. Each of these interviews is juxtaposed with a profile of an accomplished professional working in the same field that the student aspires to pursue. As each subject is followed through the work day, the correlation between the life skills learned in school and those applied in the workplace becomes clear. • Among the professionals featured are an auto mechanic, an athletic trainer for the New York Giants, and a master chef. • All of the subjects draw on their experiences to help motivate teens to stay in school and strive to excel. • Follow up activities provided in the Teacher's Resources Book allow students to further explore career options and the ways in which education can help them meet their goals. • The video kit includes a 30-minute live-action video, a teacher's resource book and newspapers.
1. ***What's Your Attitude?*** 2. HRM Video 3. NA 4. Video 5. Grades 7+ 6. HRM Video 7. $189.00	n=0 Not rated	• This video and print package allows students to identify specific attitudes which can help or hurt a worker's performance on the job. • Dramatic vignettes and interviews with real-life bosses allow viewers to understand that a good work attitude depends upon much more than being in a cheerful mood. • Specific traits are identified and modeled in a series of vignettes: punctuality, enthusiasm, the willingness to learn, how to prioritize and achieve goals, how to deal with constructive criticism, and how to organize one's time in the most efficient way. • Teacher's Resource Book reinforces the video concepts and allows students to role-play appropriate workplace attitudes.
1. ***Where's the Dough?*** 2. NA 3. NA 4. Game and teacher's manual 5. Middle School + 6. Center on Education and Work 7. $59.00	n=1 Rating=4.00	• This game introduces students to the process of starting a business and business terminology. • The game is divided into five segments: Description, Marketing, Organization, Finance, and Operations. Each segment contains an introduction that describes the objectives for that segment, terminology that student may not be familiar with, orientation activities, and closing activities with suggested discussion questions for review. • Players use a die and cards to advance through the board segments, which represent the phases of starting and the challenges of operating a cookie company. • ***"Where the Dough?"*** is a versatile game that can be played in a five-day format for in-depth learning or in a one-day format as an overview to starting a business. A teacher's manual is included.

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1. ***Winning the Career Game*** 2. NA 3. NA 4. Gameboard, instructions, masters, and plastic binder 5. Grades 5-Adult (Grade 3-6 also available) 6. Wintergreen Orchard House, Inc. 7. $49.95	n=2 Rating=3.00	• This group activity helps students learn about many occupations. • Question cards for 160 job titles use humor and student-oriented language to pose questions related to jobs. They reference well-known career resources by page or chapter. • Wild cards promote good work attitudes. • ***Winning the Career Game*** promotes team spirit, cooperation, and learning. Two to four teams consisting of one to eight students can play. • The Game Board is printed on thick, clear plastic for use with an overhead projector.
1. ***Women in Non-Traditional Careers*** 2. Jocelyn Riley 3. NA 4. 3 videos and resource guides 5. Middle School + 6. D=Center on Education and Work, JIST Works, Inc., Wintergreen Orchard House, Inc. 7. $95.00, 15-minute video; $45.00, resource guide	n=1 Rating=4.00	• ***Women in Construction*** features the work experiences of five women who work in construction (carpenter, architect, sheet-metal worker, and plumbing and electrical apprentices). • ***Women in Dentistry*** suggests that, although only 11% of dentists are women, it is a field that more girls and women should consider. • ***Women in Policing*** features six police officers with different specialties who encourage girls and women to consider a career in policing.
1. ***Women in the Workplace*** 2. Enter Here LLC 3. 1997 4. 20-minute video 5. Grades 6-8 6. Enter Here LLC 7. $50.00	n=2 Rating=4.00	• This video features women of varied ethnic and economic backgrounds and education levels who are pursuing rewarding careers. • The videos emphasize how education and personal motivation play important roles in these women's successes. • The stories of the lives of these women offer interesting and diverse role models for respect, perseverance, independence, and constructive cooperation ion the real world. • To complete the ***Gender Equity Series***, ***Men in the Workplace: Nontraditional Careers*** will be available in early 1998.

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1. ***Work Exploration Checklist, The*** James Wolff 2. NA 3. 4-page checklist 4. Grades 7+ 5. Finney Company 6. $23.95	n=1 Rating=4.00	• The checklist reveals a students' interest areas in which a student is most likely to find appealing career options. • The ***Work Exploration Checklist*** addresses interests, values, and self-rated abilities. Individuals respond to statements about past, present, and future activities--what a person has liked, likes to do, or would like to do. • The checklist gives results in ***GOE*** codes and ***RIASEC*** themes and can be used with any career materials based on the ***GOE*** or Holland groupings.
1. ***Workplace Basics: Teaching the ABCs of the Career World Using Math, Social Studies and Language Arts*** 2. Kevin G. Kuckkan 3. 1996 4. Book of classroom activities 5. Grades 5-12 6. D=Center on Education and Work 7. $15.95	n=3 Rating=4.33	• ***Workplace Basics*** presents a series of activities geared toward teaching career education in subject-integrated fashion. This manual could serve as a unit or as a supplement to an existing math, social studies, language arts, or business education curriculum. • ***Part 1*** includes several activities that utilize tools necessary for employment in the career world. ***Part 2***, Workplace Problem Solving, deals exclusively with real-world problems that businesses and entrepreneurs might encounter throughout the course of running a business. Most of the activities in this book are appropriate for middle and high school student possessing a wide range of abilities and interests.
1. ***World of Work and You, The*** 2. JIST 3. 1990 4. 32-page student booklet 5. Middle School + 6. JIST Works, Inc. 7. $48.95, package of 25 booklets	n=3 Rating=3.67	• This career exploration booklet provides thought-provoking information and in-the-book activities on understanding self; the importance of setting career and life goals; work values and satisfaction; the importance of education and training options; training education, income, and opportunities; and developing a career and education action plan. • This book can be used with ***Exploring Careers*** (a JIST product) or independently. This booklet supports a meaningful career exploration program for youth and has the advantage of teaching the importance of values and education in career planning. • This resource educates about the issues in making good career and educational decisions. • The booklet cross-references to major career information sources and covers 14 job clusters and 300 jobs.

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1. ***You Can Get There from Here*** 2. Robert Pomeroy, Producer; Janet Pomeroy, Director 3. NA 4. 23-minute video 5. Middle School + 6. The Serenus Press 7. $18.00, plus $3 sh/h	n=1 Rating=4.00	• The video presents real people with real jobs in candid interviews about why their work requires the mastery of basic English, math, science, and history. • Sixteen young men and women in a variety of careers articulate connections between scholarship and careers. • The video is designed to show students how, when, why, and where core subjects are applied at work. • Related resources are available, including wall charts of careers and resume guides.
1. ***Young Person's Occupational Outlook Handbook*** 2. JIST Works, Inc. 3. 1996 4. Soft cover book 5. Grades 5-12 6. JIST Works, Inc.; D=American Guidance Service, Inc.; Chronicle Guidance Publications 7. $19.95	n=6 Rating=3.67	• Based on the U. S. Department of Labor's ***Occupational Outlook Handbook***, this book is ideal for helping young people explore careers. • It clusters related job descriptions, making it easy to explore job options based on interests. • The ***Young Person's Occupation Outlook Handbook*** also makes direct connections between school subjects and the skills needed for jobs and provides direct support for school-to-work initiatives. • The ***Young Person's Occupation Outlook Handbook*** is useful for school libraries and career centers and provides an excellent first reference for exploring career opportunities. • Descriptions cover 250 jobs held by 85% of the workforce. Each entry includes a brief description of the job; details on working conditions; school subjects related to the job; suggested activities for "trying out" the job; information on earnings; education or training needed; and employment outlook. • Each job has a one-page description. • Jobs are arranged in clusters. • Text includes narration and graphics.
1. ***Your Career X 7 Posters*** 2. NA 3. NA 4. 12" X 18" color posters 5. All ages 6. CFKR 7. $34.50, set of 7 posters	n=2 Rating=4.50	• These colored posters highlight careers associated with scholastic subjects. • Subjects covered include English, math, science, foreign languages, art and design, physical education, and social students. • These posters convey the importance of school and the relevance of a career with subject displayed. Information is provided on necessary skills and knowledge for a wide array of careers.

OTHER RESOURCE MATERIALS

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1. ***Career Counseling for Change: Helping Students Transition from School-to-Work*** 2. Judith Ettinger; Roger Lambert & Ann Rudolf, Contributing Authors 3. Materials form March 10, 1994 Teleconference 4. Trainer's Manual 5. All ages 6. Career Development Training Institute, fund by NOICC 7. NA	• This manual is designed to help trainers of counselors and career development facilitators address the need for comprehensive career services for all youth. • The purpose of this training curriculum is to help counselors and school administrators identify the career development services that are needed in the changing school. • The manual introduces various tools and resources which can facilitate implementing a comprehensive approach to career development. • The manual organized this approach into a comprehensive model grounded in developmental guidance theory and supported by NOICC developed resources such as the National Career Development Guidelines, Career Information Delivery Systems, and Student Portfolios/Career Planners.
1. ***Career Video Reviews 1996: A Consumer's Guide to Career Videos*** 2. Rich Feller and Stevie Honaker 3. 1996 4. Resource Guide 5. All ages 6. Clearinghouse on Video Usage, Colorado State University 7. NA	• This updated version reviews additional videos and describes and ranks the videos based on a formal evaluation process conducted by experts in the field.

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1. ***Career Videos: Ratings Reviews and Descriptions*** 2. Rich Feller 3. 1994 4. Resource guide 5. All ages 6. Clearinghouse on Video Usage, Colorado State University 7. NA		• Career Videos is intended to be a consumer's guide for career videos used in schools, colleges, employment agencies, and community based organizations. While some books list videos, this document compiles ratings and reviews made by groups of career development specialists under a formal evaluation process. • The first edition describes 650 videos collected from a wide range of producers and catalogs collected by the Clearinghouse on Video Usages at Colorado State University.
1. ***Counselor's Guide to Career Assessment Instruments, A, 3rd Edition*** 2. Jerome T. Kapes, Marjorie Moran Mastie, and Edwin A. Whitfield 3. 1994 4. Desk reference for counselors 5. All ages 6. Published by National Career Development Association; available from American Counseling Association 7. NA		• The third edition of this desk reference is for counselors working in all settings with all populations. • The ***Counselor's Guide*** provides reviews of 52 instruments including aptitude, achievement, interest, and personality measures as well as instruments for disabled and disadvantaged populations. • The review also includes card sorts, portfolios, career assessment components of computer-assisted guidance systems, and 250 additional annotated instruments. • The guide provides guidance on the selection and use of career assessment instruments. • A matrix helps counselors quickly identify instruments by specific features.
1. ***Educators Guide to Free Guidance Materials*** 2. Educators Progress Service, Inc. 3. 1994 4. Resource guide 5. All ages 6. Educators Progress Services, Inc. 7. $28.95		• This document compiles information on free educational and informational materials. • The 35th edition lists, classifies and provides complete information on titles, sources, availability, and contents of 381 films, 28 filmstrips, 79 sets of slides, 1 set of transparencies, 7 audiotapes, 1 compact disc, 310 videotapes, and 413 printed materials.

1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
1. ***Finding Your Way Home: A Guide to the Internet*** 2. Center on Education and Work 3. 1997 4. Book 5. All ages 6. O=Center on Education and Work 7. $25.00	• This 26-page list of Web sites was created by the staff of the Center on Education and Work to help navigate to some of the sites on the World Wide Web most useful for exploring career options and searching for job opportunities. Many of these sites were found over hundreds of hours "surfing" the system, and others were suggested by staff members working in specialized areas. In selecting entries for inclusion, the staff has used their best judgment and three minimum qualifications: the URL (Web address) had to connect to an active Web site; the information had to be relevant and potentially valuable to students, educators, and counselors; and the information had to be clear and understandable to wide audience of users. • This list represents a very small sample of what is available in cyberspace. It is in the very nature of the Web that it is constantly changing: new sites and pages are being created by the minute, old sites and pages are daily being removed or updated with new information, and links are constantly being created and destroyed to form an ever-changing network of interrelated information. This booklet is updated annually.
1. ***Illinois State Curriculum Center*** 2. NA 3. NA 4. Resource center: 5. All ages 6. NA 7. NA	• The Illinois State Curriculum Center, through a large grant, has compiled a vast number of resources on elementary and middle school career guidance. Their project has resulted in, among other things, an annotated bibliography on elementary career awareness, an extensive lending library of resource materials, and a large database of related information with annotations. • The homepage address for the Illinois State Curriculum Center is http://www.uis.edu/~iscc (click on resources) (Search using Z39.50 = fewer hits, prints a bibliography) • Telnet address is //resources/uis.edu (Log-on as patron (Search using keyword = more hits) • Dial-In 217-786-6277 (Search using keyword = more hits)
1. ***Improving Career Counseling Services: A guide to Planning and Implementing Effective Career Development Programs for School-to-Work Transition*** 2. Judith Ettinger 3. 1995 4. Planning guide 5. All ages 6. Center on Education and Work 7. $29.50	• Extensive career development services are needed for all students if they are to effectively take advantage of the new school-to-work opportunities. This guide provides a comprehensive approach to planning and implementing K-12/postsecondary career services. Topics covered in the guide include: -Understanding career development needs of youth -Defining school-to-work initiatives -A comprehensive model for career development services -Developmental guidance -The National Career Development Guidelines and Competencies -The role of information and career information systems -Career planning tools such as portfolios and career options planners -Community partnerships for career services -Planning a K-12 career development program -Developing a career counseling services action plan -Implementing a comprehensive career development program -Evaluating career programs

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1. ***Improved Career Decision Making: A Multimedia CD-ROM Staff Development Training Program*** 2. Center on Education and Work 3. 1997 4. CD-ROM 5. All ages 6. O=Center on Education and Work 7. $89.00	• The Improved Decision-Making multimedia program is designed for a professional audience made up of people in education and counseling fields who guide the career decision-making of their students and clients. (CD runs on Macintosh or Windows.) -A brief introduction and tutorial - Demographic trends - Career and labor market information - The job search process - School-to-Work transition - Career development for adults - Career development for women and girls - Career development for people with disabilities - Test questions for each of the sections above
1. ***Program Guide: State Capacity Building for Career Development Training*** 2. Center on Education and Work 3. 1997 4. Book 5. Middle School 6. O=Center on Education and Work 7. $12.00	• Each state needs a core of professionals who are trained to meet the career development needs of its citizens. This guide provides those who plan or staff career development programs with a process of training and the resources to support such a program.
1. ***School to Work for Counselors: A Comprehensive Approach*** 2. NA 3. AVA Pre-session, 12/95 4. Resource manual 5. All ages 6. AVA 7. NA	• Materials presented in pre-conference workshop and included in the manual were compiled by: Dr. Laura Ward Dr. Judy Ettinger Dr. Key Hoyt Nancy Perry Don Schutt, Jr. Dr. Carolyn Maddy-Bernstein

1. TITLE OF RESOURCE 2. AUTHOR 3. DATE 4. FORMAT 5. AGE/GRADE LEVEL 6. SOURCE O=Manufacturer or Publisher D=Distributor(s) (No designation as O or D means that the company listed includes the resource in their catalog but has not designated itself as an O or D.) 7. PRICES (Price listed is the most frequently available price as of 12/97. All prices vary among distributors.)	DESCRIPTION (Descriptions used below are taken from catalogs and other materials provided to us by the manufacturers, publishers, and distributors. All descriptions have been edited to remove marketing language.)
15. ***School to Work Internships for Educators*** 16. Center on Education and Work 17. 1997 18. Book 19. Elementary and Middle School 20. O=Center on Education and Work 21. $15.00	• This guidebook examines internships in the workplace for educators. Internships are a popular staff development strategy which can enhance the delivery of a school-to-work initiative by improving on the workplace expertise of teachers and staff. • This book looks at the wide variety of program designs and delivery strategies. Examples of courses, programs, and issues related to evaluation are also discussed.

INFORMATION SOURCES FOR CAREER GUIDANCE RESOURCE MATERIALS

American Counseling Association (ACA)
5999 Stevenson Avenue
Alexandria, VA 22304-3300

American College Testing (ACT)
Kelly Hayden, Communications Director
Gene Knutson, Director,
Elementary/Secondary Services,
Educational Services Division
P.O. Box 168
2201 N. Dodge St.
Iowa City, IA 52243-0168
319-337-1000

ACE Consortium
Dennis Angle
Kansas State University
Manhattan, KS 66506
316-886-5763, 800-446-0399

American Guidance Service (AGS)
Debbie Romanshko, Sales Representative
4201 Woodland Road
P.O. Box 99
Circle Pines, MN 55014-1796
800-328-2560, 612-783-5539, FAX: 612-783-4620

American School Counselor Association (ASCA)
Nancy Perry
801 N. Fairfax, Suite 310
Alexandria, VA 22314
703-683-2722, FAX: 703-683-1619

American Vocational Association (AVA)
1410 King Street
Alexandria, VA 22314
800-826-9972, FAX: 703-683-7424

Attainment Company, INC.
Brent Denu, Marketing Coordinator
504 Commerce Parkway
P.O. Box 930160
Verona, WI 53593-0160

The Bridges Initiatives, Inc.
7B-1404 Hunter Court
Kelowna, B.C.
CANADA V1X 6E6

The Bureau For At-Risk Youth
135 Dupont Street
P.O. Box 760
Plainview, NY 11803-0760

Cambridge Educational
90 MacCorkle Avenue, SW
South Charleston, WV 25303
Mailing address:
PO Box 2153, Department CC16
Charleston, WV 25328-2153
304-744-9323, 800-468-4227, FAX: 800 FAX ON US

Career Communications, Inc.
6701 W. 64th Street
Overland Park, KS 66202
800-669-7795, FAX: 913-362-4864
E-mail: ccinfo@carcom.com
Web address: http://www.carcom.com

Career Research & Testing, INC.
2005 Hamilton Avenue, Suite 250
San Jose, CA 95125
408-559-4945, 800-888-4945, FAX: 408-559-8211

Career Video Network
P. O. Box 5249
Santa Monica, CA 90490
800-424-5627, FAX: 310-475-4895

Career, Education, & Training Associates, Inc. (CETA/OSU)
Harry Drier
1900 Kenny Road
Columbus, OH 43210
614-292-4353, ext. 47672, 614-457-2878 (night), FAX: 614-292-1260

Center on Education and Work
Barb Dourty
Publications Unit
University of Wisconsin-Madison
964 Educational Sciences Building
1025 W. Johnson Street
Madison, WI 53706-1796
608-263-2929

CFKR Career Materials
11860 Kemper Ra Unit 7
Auburn, CA 95603
800-525-5626, 919-889-2357, FAX: 800-770-0433, FAX: 919-889-2357

Chronicle Guidance Publications, Inc.
PO Box 1190
Moravia, NY 13118-1190
800-622-7284

Clear Choice Educational Services, Inc.
216 Blackberry Lane
Cleveland, GA 30528

Clearinghouse on Career, Equity, and Labor Market Information
Colorado State University
ED 222
Ft. Collins, CO 80623
970-491-6879

COIN Educational Products
American Guidance Service, Inc.
4201 Woodland Road
Circle Pines, MN 55014-1796

Education Associates, Inc.
Shelly M. Mauer, Senior Vice President, Research & Development
340 Crab Orchard Road
P.O. Box 4290
Frankfort, KY 40604
502-227-4783, FAX: 502-227-8608
E-mail: stw@e-a-i-com
Web address: www.e-a-i.com

Educators Progress Service, Inc.
214 Center Street
Randolph, WI 53956

Enter Here L.L.C.
Patricia McCabe, National Account Executive
Eleanor Barron
1620 Central Street
Evanston, IL 60201
800-577-2271, 847-866-9637, FAX: 847-866-7207

Finney Company
3943 Meadowbrook Road
Minneapolis, MN 55426-4504
612-938-9330, 800-846-7027

Garrett Park Press
Robert Calvert, Jr.
P.O. Box 190
Garrett Park, MD 20896
301-946-2553

HRM Video
175 Tompkins Avenue
Pleasantville, NY 10570
914-769-7496, 800-431-2050, FAX: 914-747-1744

Illinois State Curriculum Center
University of IL @ Springfield
K-80
Springfield, IL 62794

Impact Publications
9104-N Manassas Drive
Manassas Park, VA 22111-5211
800-361-1055 (orders only), FAX: 703-335-9486
Web address: www://impact publications.com

Inner Choice Publishing
P.O. Box 2476
Spring Valley, CA 91979
619-670-9966, FAX: 619-698-3348

Instructional Materials Laboratory
University of Missouri-Columbia
2316 Industrial Drive
Columbia, MO 65202
800-669-2465, FAX 573-882-1992
Web address:
http://IML.COE.MISSOURI.EDU

JIST Works, Inc.
720 North Park Avenue
Indianapolis, IN 46202-3431
800-648-5478, FAX: 800-547-8329

Learning Seed
Jeffrey Schrank
330 Telser Road
Lake Zurich, IL 60047
800-634-4941, 847-540-8855, FAX: 800-998-0854 or 847-540-0854
E-mail: LEARNSEED@AOL.COM

Learning Well
1720-H Belmont Avenue
Department 9651
Baltimore, MD 21244
800-645-6564, FAX: 800-413-7442

Meridian Education Corporation
John J. Lupo, Vice-President
Dept. M-92
236 E. Front Street
Bloomington, IL 61701
309-827-5455, 800-727-5507, FAX: 309-829-8621
E-mail: meridian@dave-world.net

National Career Development Association (NCDA)
Juliet Miller
4700 Reed Road, Suite M
Columbus, OH 43220
614-326-1750, 888-326-1750, FAX: 614-326-1760
E-mail: millerncda@aol.com

National Center for Research in Vocational Education (NCRVE)
Office of Student Services
University of Illinois at Urbana-Champaign
1310 S. Sixth Street
Champaign, IL 61820
217-333-0807
Web address: http://ncrve-oss.ed.uiuc.edu

National School-to-Work and Information Learning Center
Maureen Bozell
400 Virginia Avenue, SW
Room 210
Washington, DC 20024

The New Careers Center, Inc.
(also The Whole Work Catalog)
1515 23rd Street
P.O. Box 339-BT
Boulder, CO 80306
800-634-9024, FAX: 303-447-8684

New Concepts Career Development Corp.
David Weaver
1854 S. Alvernon Way
Tucson, AZ 85711
520-745-6043, 800-828-7876, FAX: 520-745-8524

Oklahoma Department of Vocational and Technical Education
(also Curriculum and Instructional Materials Center [CIMC])
Kelly Arrington
1500 W. Seventh Avenue
Stillwater, OK 74074-4364

Psychological Assessment Resources, Inc. (PAR)
P.O. Box 998
Odessa, FL 33556
800-331-TEST, FAX: 800-727-9329

The Psychological Corporation
555 Academic Court
San Antonio, TX 78204-2498

Ready Reference Press
PO Box 5249
Santa Monica, CA 90409
800-424-5627

The Riverside Publishing Company
8420 Bryn Mawr Avenue
Chicago, IL 60631
800-767-8378, FAX: 312-693-0325
Web address:
http://www.hmco.com/riverside

Scholastic Literacy Place
Scholastic, Inc.
555 Broadway
New York, NY 10012-3999

Sunburst Communications
Rosanne Sorby, Customer Service
101 Castleton Street
P.O. Box 40
Pleasantville, NY 10570
800-431-1934, 914-769-2109

Texas Education Agency
Sylvia Clark, Career Guidance Programs
1701 North Congress Avenue
Austin, TX 78710
512-463-9734, FAX: 512-463-9838

Texas Tech University
Home Economics Curriculum Center
Box 41161
Lubbock, TX 79409-1161
806-742-3029, FAX: 806-742-3034

VAP Foundation
23 Meadow Drive
Camp Hill, PA 17011-8331

Vocational Biographies
P.O. Box 31
Sauk Centre, MN 56378-0031

VRI - Vocational Research Institute
Ilyse Shapiro, Marketing Manager
1528 Walnut Street, Suite 1502
Philadelphia, PA 19102
215-875-7387, 800-874-5387; FAX: 215-875-0198

Wintergreen Orchard House, Inc.
P. O. Box 15899
New Orleans, LA 70175-5899
800-321-9479, 504-866-8658, FAX: 504-866-8710
Web address: http://www.wgoh.com

Wisconsin Career Information System
1078 Educational Sciences Unit 1
1025 West Johnson Street
Madison, WI 53706

The Whole Work Catalog
The New Careers Center
1515 23rd Street
P.O. Box 339-RA
Boulder, CO 80306

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Department of Education
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300 Don Gaspar
Post Sec Administrative Services
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John Soja, Supervisor Consultant
Health and Pupil Services Team
Department of Education
Washington Avenue
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Albany, NY 12234
(518) 486-6090
FAX:(518) 486-7290

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Bismarck, ND 58505
(701) 328-1255
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FAX:(614) 728-3768

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65 S. Front Street, Room 908
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FAX:(405) 743-5142
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Bureau of Vocational Technical Education
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Department of Education
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(717) 787-5293
FAX:(717) 783-6672

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Department of Education
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FAX:(803) 734-5953

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This lab is one of ten regional educational laboratories established by the Office of Educational Research and Improvement, U.S. Department of Education, to focus on school improvement throughout the United States. The labs conduct applied research, development, and technical assistance for educators, parents, and decision makers. The Appalachia Educational Laboratory (AEL) serves as the regional educational lab for Kentucky, Tennessee, Virginia, and West Virginia. To address the goals toward the improvement of professional quality, curriculum and instruction, community support, and equal educational access for all students, the Lab operates the following eight projects: (1) Classroom Instruction program (teachers), (2) School Governance and Administration program (school administrators and school board members), (3) Colleges and Schools program (colleges for teacher education), (4) State Policy program (policy makers), (5) Information Services program (direct services to educators), (6) Community Liaison to Urban Education program (underrepresented groups), (7) Rural, Small Schools program (rural citizens and educators), and (8) Rural Excel program (with state education agencies and local education agencies personnel). Under the Community Liaison to Urban Education program, the concerns, interests, and special needs of underrepresented groups are assessed and addressed in the Lab's program and activities. The Rural, Small Schools program provides information about promising current practices and seeks to set up technology based networks of local schools with college libraries. The Rural Excel program works with state and local educators to develop, test, and disseminate appropriate new learning materials and processes for rural schools. AEL also operates the ERIC Clearinghouse on Rural Education and Small Schools. The Lab publishes The Link newsletter. A publications catalog is available upon request.

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This lab is one of ten regional educational laboratories established by the Office of Educational Research and Improvement, U.S. Department of Education, to focus on school improvement throughout the United States. WestEd provides advanced learning and effectiveness for educators, parents, and policy makers through research, applications, and partnerships. Services include instructional development, staff training analysis and design, organizational design, evaluation, research, technical writing, and information dissemination. Products include program guidelines, handbooks, manuals, resource directories, information catalogs, audiovisual materials, curriculum models and materials, institutional designs, conference proceedings, and

evaluation and research reports. The Laboratory also participates in research, development, and technical assistance projects on such topics as essential skills, experience-based career education, staff development, and initiatives to improve opportunities for minority and female students.

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This lab is one of ten regional educational laboratories established by the Office of Educational Research and Improvement, U.S. Department of Education, to focus on school improvement throughout the United States. The labs conduct applied research, development, and technical assistance for educators, parents, and decision makers. McREL serves as the regional educational laboratory for Colorado, Kansas, Missouri, Nebraska, North Dakota, South Dakota, and Wyoming. The mission of McREL is to create a community of interest among those individuals and organizations interested in learning how to help schools meet the needs of an ever changing society. The key strategy the Lab uses is to identify and encourage the use of knowledge that improves education. Lab activities include the dissemination of policy information, product development, networking, training, and technical assistance. Examples of activities include studies of special populations (e.g., urban dropouts, students in small schools, and Indian and Hispanic youth) to identify potential educational problems; networks of people with common interests in urban schools, equity, and higher education; a state policy and trends database which provides basic information on education issues; and strategies for improving services to small, rural schools. McREL's Equity Center works to increase access to quality education for all students and disseminates information to increase awareness of equity issues and identify successful programs for reducing bias and stereotyping. Acting as a clearinghouse, the Equity Center links a computerized database on 20 major equity issues to potential users. Publications include the McREL Update newsletter; Noteworthy, an annual magazine; Heartland, the newsletter of McREL's Equity Center; and Policy Notes, a bimonthly summary of issues relevant to educational policy makers.

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NCREL--the North Central Regional Educational Laboratory--is a not-for-profit agency funded through multiple government and commercial grants and contracts. Simply put, NCREL exists to help students learn better, teachers teach better, and policy makers make better policy. Areas of expertise include: improved learning and school restructuring, educational uses of technology, policy analysis, leadership, evaluation, professional development, and dissemination.

The largest single source of their funding is a five-year contract with the Department of Education's Office of Educational Research and Improvement (OERI). The contract's annual budget of $5.3 million allows NCREL to continue service to some 23,000 public and private schools and their communities in the Midwest. NCREL also operates the North Central Regional Technology Education Consortium (NCRTEC) under a five-year grant funded at $1.8 million per year. Founded in 1984 by the region's chief state school officers and deans of colleges of education, NCREL is governed by a 29-member board of directors. In addition to major federal grants and contracts, NCREL also has been successful in winning awards for state and local work.

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As one of ten regional educational laboratories established by the Office of Educational Research and Improvement, U.S. Department of Education, to focus on school improvement throughout the United States, the Northwest Regional Educational Laboratory (NWREL) serves the states of Alaska, Idaho, Montana, Oregon, and Washington. The lab conducts applied research and provides development, and technical assistance to educators, parents, and decision makers, designed to improve outcomes for children, youth, and adults. The Northwest Report newsletter serves NWREL's constituents.

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As one of ten Office of Educational Research and Improvement's regional laboratories, the Pacific Resources for Education and Learning (PREL) helps schools improve educational outcomes for children, youth, and adults. This mission is carried out by assisting educators, families, government, community agencies, business, and labor in maintaining cultural literacy and improving quality and equality in educational programs and processes. This is accomplished through forums, research, technical assistance, evaluation, training, information resource activities, and product and procedure development and/or dissemination. PREL serves Pacific children and educators in American Samoa, Commonwealth of the North Mariana Islands, Federated States of Micronesia, Guam, Hawaii, Republic of the Marshall Islands, and Republic of Palau.

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This lab is one of ten regional educational laboratories established by the Office of Educational Research and Improvement, U.S. Department of Education, to focus on school improvement throughout the United States. The labs conduct applied research, development, and technical assistance for educators, parents, and decision makers. The Northeast and Islands Laboratory at Brown University serves the area of Connecticut, Maine, Massachusetts, New Hampshire, New York, Puerto Rico, Rhode Island, Vermont, and the Virgin Islands. A variety of programs and activities in three broad initiatives support a unifying theme. Designing Schools for Enhanced Learning is a multi-faceted technical assistance and action research initiative designed to promote a fundamental reconceptualization of student and school success. A Regional Policy initiative supports policy development and implementation activities in areas related to maintaining a quality educator workforce in the region. School Improvement Services offers information, training, consultation, and other services to a wide variety of clients. The Regional Lab Reports is a topical newsletter published 3-4 times per year about some aspect of making schools work for the success of all students.

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Funded as one of ten regional educational laboratories established by the Office of Educational Research and Improvement, U.S. Department of Education, the mission of SERVE is to provide leadership, support, and research to assist state and local efforts in improving educational outcomes in the Southeast region, especially for students at risk and rural students. SERVE represents a coalition of business leaders, governors, policy makers, and educators who are seeking systemic, lasting improvement in education. The states involved in the consortium are Alabama, Florida, Georgia, Mississippi, North Carolina, and South Carolina. SERVE proposes to address critical issues that are shared throughout the region, work as a leader and catalyst to promote systemic educational improvement, serve as a broker of exemplary practices and state-of-the-art research, and become an invaluable source of information for existing organizations working to promote educational improvement. Examples of research and development activities the Laboratory will conduct include developing and field-testing a rural school-business partnership model and network; developing site-based accountability models- local measures of effectiveness; studying the effects of incentive programs on reducing dropout rates and on improving school conduct, academic achievement, and attendance of identified at risk students; and evaluating the impact of video communications and other telecommunications technology on rural school education. The Laboratory will conduct and disseminate topical research, technical assistance, and other Laboratory products via teleconferences, videotapes, satellite downlinks,

public broadcasting, interactive video disc technology, and through a network of rural education professionals.

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A private, nonprofit corporation, SEDL operates under a contract from the U.S. Department of Education's Office of Educational Research and Improvement (OERI) to serve as the Regional Educational Laboratory (REL) for the states of Arkansas, Louisiana, New Mexico, Oklahoma, and Texas. Services extended under the REL include: (1) enhancing family and community involvement in education; (2) addressing linguistic and cultural diversity; (3) aligning public policy to support education policies; (4) making instructional systems coherent; (5) applying technology to school restructuring and learning; and (6) changing the organization and management of schooling. SEDL's mission extends beyond REL operations and includes the operation of the following: (1) the Eisenhower Southwest Consortium for the Improvement of Mathematics and Science Teaching (Eisenhower SCIMAST) which provides classroom teachers in Arkansas, Louisiana, New Mexico, Oklahoma, and Texas with high-quality materials, practices, and testing strategies proven by research to help students learn; (2) the Southeast Comprehensive Regional Assistance Center, a consortium of institutions that assists schools in Alabama, Arkansas, Georgia, Louisiana, and Mississippi in enacting tenets of the Improving America's Schools Act; (3) Project ExCELL, a partnership between SEDL and the Texas Education Agency to coordinate statewide efforts to write new foreign language curriculum standards for K-12 schools; (4) the Southeast Regional Technology Consortium, which promotes wider use of educational technologies in Arkansas and Louisiana schools; (5) Arkansas AdVentures in Networking, an on-line school improvement and teacher mentoring program; and (6) the National Center for the Dissemination of Disability Research, which delivers the latest findings in disability research and shares dissemination strategies with professional researchers.

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The mission of the LSS is to play a pivotal role in revitalizing and reforming education throughout the mid-Atlantic region by improving the region's capacity to bring lasting improvements in the learning of its increasingly diverse student population. The LSS will assist in

transforming research-based knowledge into useful tools that can be integrated into the educational reform process both within the region and nationally. Likewise, the work of the LSS will be continuously refined based on feedback from the field on what is working and what is needed. The ultimate goal of the LSS is a system that connects schools, parents, community agencies, professional groups, and higher education institutions and that gradually expands reform efforts in the region and is part of a high-tech national system for exchanging information. LSS researchers with expertise in bilingual education, economics, educational psychology, instructional technology, public policy, sociology, and politics of education focus on a broad program of research and development that aims to identify effective educational practices and policies that are currently in use; develop new strategies for effective classroom instruction; design and implement caring school environments that encourage resiliency among students in a variety of circumstances that place them at risk of school failure; and demonstrate the feasibility and effectiveness of a coherent and coordinated system of delivering services that connects families, schools, and communities in systemic ways to serve children and youth. States served includes Delaware, Maryland, New Jersey, Pennsylvania, and Washington, DC.

ERIC CLEARINGHOUSE ON COUNSELING AND STUDENT SERVICES (ERIC/CASS)

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CASS is one of the sixteen subject-oriented clearinghouses of the ERIC system. The Clearinghouse's scope includes the preparation, practice, and supervision of counselors at all educational levels and in all settings; the theoretical development of counseling and guidance; personnel procedures such as testing and interviewing and the analysis and dissemination of the resultant information; group work and case work; the nature of pupil, student, and adult characteristics; and personnel workers and their relation to career planning, family consultations, and student orientation activities. ERIC/CASS offers professionals products such as monographs, special issues papers, recent studies, computer search analyses, bibliographies and digests, as well as a quarterly information bulletin featuring Clearinghouse activities, products, and articles on timely topics. The Clearinghouse's staff also offers question-answering services; computer searching of the ERIC database; on-site user services with a complete ERIC microfiche collection at the ERIC Resources Center; and national, state, and local workshops on high-priority counseling concerns.

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